

City of Cordova Position Job Description

Human Resources Director

DEPARTMENT: ADMINISTRATION
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL
HOURS: MON-FRI OFFICE HOURS, 8:00AM – 5:00PM

SUMMARY

The Human Resources Director is responsible for managing and overseeing all HR-related functions within the City of Cordova. As the sole HR professional, the HR Director will play a critical role in developing and implementing HR policies and strategies, ensuring compliance with labor laws, and promoting a positive workplace culture. The ideal candidate will have a broad understanding of HR best practices and will be comfortable handling a variety of tasks ranging from recruiting to employee relations, performance management, and benefits administration.

GENERAL STATEMENT OF DUTIES

Performs highly complex administrative tasks in managing personnel programs, wage and salary administration and benefits administration.

Serves as liaison between management, employees, and bargaining unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters' disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; employee relations; training and development.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to the City Manager.
- Provide guidance and support to department heads and the City Manager in navigating personnel issues, including performance management, disciplinary actions, and conflict resolution, ensuring compliance with policies, the union contract, and applicable employment laws.
- Identifies staffing and recruitment needs.
- Manages position classification systems; develops and maintains job descriptions; performs periodic job analysis; researches and recommends adjustments to wage scales based on changing job duties and/or economic conditions.

- Oversees and participates in the recruitment process, including job postings, candidate screening, interviews, and selection.
- Performs in-person onboarding with new employees and periodic benefit/paperwork reviews with current employees, as well as ensuring all paperwork and city owned property is collected during separation.
- Coordinates payroll practices with the finance department to ensure accuracy of personnel records, reviewing timesheets, monthly benefit billings and employee status.
- Manages employee evaluation system; develops evaluations forms; tracks completed evaluations and ensures supervisors are skilled in producing useful evaluations.
- Administers third-party training program to ensure all employees complete workplace and job-related training in accordance with legal, best-practice, and recurring training requirements.
- Serves as primary Designated Employer Representative for the City's FMCSA/DOT and non-DOT drug testing program.
- Reports and tracks Worker's Compensation injuries and occupational safety incidents; prepares OSHA reports.
- Develops personnel policies and procedures to ensure personnel programs are in compliance with federal, state and local regulations. Develop, implement, and regularly update City of Cordova Handbook to ensure consistent and efficient delivery of policies and procedures.
- Serves as liaison between the City and the bargaining unit; fosters and maintains a good working relationship with the bargaining unit; communicates routinely with administrative representatives and local stewards.
- Participates in Collective Bargaining Agreement Negotiation Team; coordinates logistics, prepares documentation, information, and proposals.
- Manages and maintains employee personnel files in accordance with confidentiality standards, access requirements and adopted retention schedules.
- Supports Finance Department in creating City-wide Personnel Expenses during budget development.
- Provides reports to Third-Party Broker in participation with the renewal of benefits and insurance.
- Facilitates audits by providing records and documentation to Finance Department upon request.
- Meets regularly with City Manager and other department directors to ensure coordination of administrative support needs.
- Serves as backup to the finance department by processing payroll.

MINIMUM QUALIFICATIONS

- A. High School diploma or GED.
- B. Five (5) years' human resource management experience; maybe met with a combination of education and work experience.

PREFERRED QUALIFICATIONS

- A. SHRM-CP or PHR certification.
- B. Bachelor's degree in human resources or a related field.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of the methods and best practices for maintaining confidential personnel and complex project records.
- B. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- C. Skill in establishing and maintaining productive working relationships.
- D. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality; ability to deal tactfully and effectively with others in emotional, possibly controversial situations.
- E. Ability to make decisions to resolve problems in accordance with established policies and procedures.
- F. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to assigned tasks.
- G. Ability to coordinate, analyze, and utilize a variety of reports and records.
- H. Ability to use logic and creative thought processes to develop solutions.
- I. Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
- J. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- K. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- L. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Proficient in Microsoft Office Suite, including Word, Excel, and financial management software, with strong knowledge of data processing and transmission in a Windows environment. Familiar with modern office practices and leveraging Microsoft tools for efficient workflow and communication.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment drug-test and background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting. This position requires being able to work in a dynamic and sometimes high-pressure environment, managing sensitive employee issues and navigation stressful or challenging interpersonal circumstances. Attendance at regular and special City Council meetings may be required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the general public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____