

City of Cordova Position Job Description

Human Resources Manager

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL

HOURS: MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The Human Resources Manager performs administrative functions in support of attracting, developing and sustaining a diverse workforce under the policy guidance and supervision of the City Manager.

GENERAL STATEMENT OF DUTIES

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages position classification systems; maintains job descriptions; performs periodic job analysis; researches and recommends adjustments to wage scales based on changing job duties and/or economic conditions.
- Directs recruitment processes, to include vacancy announcements and candidate selection.
- Performs in-person onboarding with new employees and periodic benefit/paperwork reviews with current employees.
- Coordinates payroll practices with AP/Payroll Specialist to ensure accuracy of personnel records, 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.
- Administers the City's FMCSA/DOT random drug testing program, notifications and documentations and other non-DOT drug testing for City employees.
- 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.

- Serves as liaison between the City and the bargaining unit; supports collective bargaining activities and fosters conflict resolution efforts between management and employees.
- Fosters and maintains a good working relationship with the bargaining unit; communicates routinely with administrative representatives and local stewards.
- Manages and maintains employee personnel files in accordance with confidentiality standards, access requirements and adopted retention schedules.
- 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.

MINIMUM QUALIFICATIONS

- A. High School diploma or GED.
- B. Two (2) years' administrative experience.

PREFERRED QUALIFICATIONS

- A. Bachelor's degree in human resources or a related field.
- B. Five (5) years' experience in personnel management, labor relations and/or staff supervision.

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

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

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

WORKING CONDITIONS

Work is accomplished in a general office setting. 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.