

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Human Resources Representative

Department: Administration

Date:

GENERAL PURPOSE

Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.

SUPERVISION RECEIVED:

Works under the broad policy guidance of the Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises human resource department to achieve goals within available resources; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Prepares a variety of studies, reports and related information for decision-making purposes where appropriate and/or as instructed.

Assists in the selection of employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Conducts wage survey within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Participates in reporting and recommends procedures to reduce absenteeism and turnover where appropriate.

Contracts with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.

Keeps records of hired employee characteristics for governmental reporting purposes.

Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

At the direction of the Mayor, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs and makes recommendations to the Mayor.

Notifies employees and labor union representatives of changes in benefits programs.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Prepares personnel forecast to project employment needs.

Advises department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.

At the direction of the Mayor, consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources system that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local

governing bodies, or other departments in the organization.

Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

PERIPHERAL DUTIES

Recommends for adoption by the council such measures as may deem necessary or expedient.

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

Investigates accidents and prepares reports for insurance carrier.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management of a closely related field, and five (5) year of experience in a human resources capacity.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment; and
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor: _____

Date: _____