

Human Resource Director - 1290

Primary Reason Why Classification Exists

To perform managerial and administrative work on planning, organizing, and directing a comprehensive personnel management and safety program for the City of Newton.

Distinguishing Features of the Class

An employee in this class is responsible for the management of the human resources functions for the City of Newton. Emphasis of the work is on defining operating policies and procedures and administering a municipal human resources program for recruitment and selection, employee relations, management and staff development, equal employment opportunity, classification and pay, employee benefits, performance review and merit pay, policy development, personnel records, and employee safety. Work is performed under the general direction of the City Manager and performance is evaluated on the basis of attainment of specific performance objectives, personal observation, feedback from managers of departments, and employee feedback. This classification may supervise technical and administrative support personnel.

Illustrative Examples of Work

- Administers comprehensive personnel management programs including recruitment and selection, employee relations, management and staff development, equal employment opportunity, classification and pay, performance review and merit pay, policy development, personnel records
- Manages the City's benefits, health, retirement, and safety program activities through contract administration and outside provider services; represents the City at meetings with third party administrators
- Administers and implements the workers' compensation, risk management, safety, loss, wellness, and benefits programs
- Serves as Privacy Officer per HIPPA regulations; oversees the processing and maintenance of personnel records and files
- Serves as the City's Designated Employer Representative (DER) per DOT drug screening regulations
- Administers department budget; assesses needs for additional resources; requests additional funding to support program growth and development; adjust budget as necessary; justifies budget expansion requests to City Manager
- Assists in the preparation of the annual operating budget, OPEB reports, and Comprehensive Annual Financial Report
- Writes and administers personnel policies and procedures; determines long-range and short-term program goals and objectives; identifies program mission and scope of services; develops, interprets, and enforces City-wide personnel policies and procedures
- Resolves complex, sensitive and controversial issues involving all aspects of public personnel administration, including employment, disciplinary actions, grievances, and performance problems and evaluations; consults with City Manager in resolution of problems
- Reviews and approves all personnel actions; advises City Manager of inconsistencies in personnel practices or policy applications
- Approves requests for internal salary adjustments for existing work force which deviates from established practices

- Serve as a professional technical consultant to management staff; provides guidance in utilization of staff, organizational design, and development of new positions or staff roles
- Participates in key management decisions affecting the nature and scope of various municipal programs and services; provides input in the expansion or revision of existing programs and services; assesses recommendations for expansion or revision of programs to determine impact on the City's human resources or related personnel management activities
- Assists departments with the selection process which may include assisting in interviewing applicants, evaluating applicants' qualifications, and recommending qualified candidates for employment
- Ensures City's compliance with applicable federal, state and local statutes; advises City's leadership on matters concerning human resources management and potential claims of discrimination; prepares summary reports for City Manager
- Develops annual department work plans; sets work standards for personnel activities and assesses staff performance
- Administers, supervises, and conducts classification and compensation studies; maintains and updates the classification and compensation plans
- Investigates allegations of sexual harassment, employment discrimination, and other policy violations
- Advises employees on personnel policies and programs; counsels employees with problems and concerns
- Oversees the performance appraisal system
- Prepares a variety of periodic and special reports; completes other special projects as required
- Performs related tasks as required

Knowledge, Skills and Abilities

- Comprehensive knowledge of accepted theories, practices, and principles associated with public personnel administration and human resource management
- Comprehensive knowledge of applicable federal, state and local laws and regulations governing public personnel administration
- Comprehensive knowledge of standard personnel programs in job classification, wage and salary structures and compensation administration, employee relations, staff development, recruitment and selection, and benefits administration
- Thorough knowledge of equal employment opportunity and affirmative action regulations
- Knowledge of organizational theory and human dynamics
- Ability to present ideas effectively in written and oral form
- Ability to establish and maintain effective working relationships with Town officials, management, employees, and the general public
- Ability to conduct detailed analysis and assessment of program information
- Ability to plan, organize, and manage multiple personnel management and benefit programs
- Ability to plan and coordinate periodic and annual employee recognition programs

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching,

fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities

Working Conditions

The employee's work is performed in an office setting with environmentally controlled conditions

Education

Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or other field of study related to the nature of the work performed; a Master's degree is preferred

Experience

At least 5 - 7 years of progressively responsible and broad-based professional experience in governmental or private industrial human resource management

Special Requirements

- Valid North Carolina driver's license
- North Carolina Notary Public
- IPMA-CP, SPHR, or SHRM-SCP certification preferred

FLSA Status: Exempt-Administrative (primary duty is office work or non-manual work directly related to the general business operations (administration of human resource management) of the City where the employee customarily and regularly exercises discretion and independent judgment with matters of significance in order to fulfill the position requirements)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015