

## Director Human Resources Administrator

Department:	<b>General Government</b>	Job Status:	<b>Full Time</b>
FLSA Status:	<b>Non Exempt</b>	Reports To:	<b>City Administrator</b>
Salary Band:	<b>F</b>	Amount of Travel Required:	<b>5%</b>
Work Schedule:	<b>40 hours per week</b>	Positions Supervised:	<b>None</b>

### **POSITION SUMMARY**

Under administrative direction from the City Administrator, this position is directly responsible for the overall administration, ~~and~~ coordinating and evaluation of the human resource programs and benefits.

### **ESSENTIAL FUNCTIONS**

Develops and administers various human resources plans and procedures for all City personnel.

Plans, organizes and controls all human resource activities of the department. Participates in developing ~~human resource department~~ goals, objectives and systems. Evaluates department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed. ~~and quality of human resources and employee benefits.~~

Reviews and rewrites job descriptions as necessary; coordinates annual salary surveys; analyzes compensation and recommends revisions as necessary; assists in monitoring the performance evaluation program and recommends revisions as necessary.

Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures;

Performs administration of payroll which includes tracking of leave accrual, tuition reimbursement, longevity, deductions and transfers, ensure accuracy of pay rates, claims resolution, change reporting, resolves any discrepancies through monthly and semi-annual payroll audits.

Process, maintain and resolve issues of enrollment to all benefits, health insurance dental and vision insurance, retirement, life insurance, short and long term disability, workers compensation, F.M.L.A., etc..; process claims for accommodations for any offered benefit; conducts annual re-evaluation of benefit package for cost-effectiveness.

Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.

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Oversee hiring of personnel to ensure all pre-employment requirements have been met; Conducts new-employee orientations; conducts exit interviewing; writes and places advertisements.

Responsible for coordinating training all city personnel in the areas of benefits, policy, human resource procedures, changes to federal and state personnel laws.

Establishes and maintains personnel records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains city organization charts and employee directory.

Performs other incidental and related duties as required and assigned

### **POSITION QUALIFICATIONS**

#### **Knowledge of:**

- Operational characteristics, services, and activities of Human Resources, as well as the operations of a municipal government
- Municipal administrative methods and procedures, organizations, and functions.
- Research techniques, sources and availability of information.
- Principles and practices of business correspondence.
- Modern office procedures, methods, and computer equipment.
- Methods and techniques of proper phone etiquette.
- Basic principles and procedures of filing and record keeping.
- English usage, spelling, grammar, and punctuation.

#### **Ability to:**

- Take ownership and perform duties with minimal guidance.
- Step forward and accept responsibilities when needed.
- Perform general clerical work including maintaining files and compiling information for reports.
- Type and/or enter data on a computer at a speed necessary for successful job performance.
- Effectively respond to requests and inquiries.
- Prepare a variety of reports and records.
- Correctly interpret and apply City policies and procedures.
- Operate office equipment including computers and supporting word processing applications.

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- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

**Minimum:** Associates degree in Human Resources or ~~two~~ three years Human Resource experience and or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform effectively the duties of the position.

**Desired:** Bachelor's Degree in Human Resource Management and ~~two~~ five years experience in the HR field. Kentucky Public Resource Association (K.P.H.R.A.), Society for Resource Management (S.H.R.M.) and/or International Public Management Association - Human Resources (IPMA-HR) certification

**Computer Skills:** Computer skills to perform this job successfully, an individual should have knowledge of Internet software, spreadsheet software and word processing software.

### **Certificates & Licenses**

- Possession of a valid driver's license
- Certification in a Human Resource program

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### **Environment**

Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and/or training.

### **Physical**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations and to verbally communicate to exchange information.

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**Vision**

See in normal visual range with or without correction.

**Hearing**

Hear in the normal audio range with or without correction.

**EXPECTATION FOR ALL EMPLOYEES**

Responsible for familiarizing yourself with Administration Procedures and the City of Erlanger’s Personnel Policy; knowledge of location to research Procedures and Policies.

Supports the City’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect personalization, commitment to the community, and accountability and ownership.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Human Resources Administrator position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

The City of Erlanger has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City of Erlanger reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.