

DIRECTOR OF HUMAN RESOURCES

DEFINITIONS

Employees in this class are under administrative direction. Work performed associated with the development, coordination and administration of all aspects of the City's human resources functions, to include maintaining the City's personnel system; administering the health and worker's compensation insurance programs; assisting employees; promoting workplace safety; developing training programs; providing general support within the Human Resources Department; performs other work as required. The incumbent is an advocate for city employees as well as the City and its citizens.

EQUIPMENT/JOB LOCATION

The employee will operate a computer, copier, calculator, and other modern office equipment. The employee works in an indoor office environment.

ESSENTIAL FUNCTIONS OF THE JOB

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains the City's personnel records relative to salary and personal data
- Administers the City's health, workers' compensation insurance, employee benefits and retirement programs
- Maintains the Classification-Compensation Plan including the continuous update of classification and salary data
- Assists in the out-processing of terminating employees
- Maintains current information on State and Federal employment-related regulations and reports developments to the City Administrator
- Implements the City's directives concerning overall personnel policy
- Prepares administrative and special reports
- Conducts general employee orientations for new hires
- Schedules pre-employment post-offer physical exams and drug screens
- Coordinates and prepares OSHA records and reports
- Provides benefits assistance (trouble-shooting) for employees as needed
- Serves as Trustee of Employee Benefit Trust Plan ensuring ERISA compliance
- Prepares and/or generates a variety of detailed and specialized reports, letters, memoranda, forms and other documents via computer and/or typewriter
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary
- Responds to routine requests for information from officials, employees, and members of the staff, the public or other individuals
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner
- Maintains a comprehensive, current knowledge and awareness of laws and regulations pertaining to all aspects of public personnel administration; reads professional literature; attends workshops and training sessions as appropriate

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Performs other duties as required

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the standard principles, practices, methods, techniques and terminology of public personnel administration
- Knowledge of local government organization and procedures
- Knowledge of the various governmental reporting forms required for employees
- Knowledge of modern office practices, procedures, and equipment, including computers
- Knowledge of the requirements for worker's compensation injuries
- Knowledge of the overall requirements of the personnel functions
- Knowledge of federal and state statutes applicable to personnel administration
- Ability to organize and direct the City's personnel program
- Ability to formulate administrative and special reports
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely, and convincingly
- Ability to comprehend, interpret, and apply departmental rules and regulations, procedures, and related information
- Ability to communicate effectively and interact with supervisors, other employees, members of the general public and all other groups involved in the activities of the department
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner
- Ability to use independent judgment, and is able to work with little direct supervision when necessary
- Mathematical ability to handle required calculations using percentages and decimals
- Ability to read, understand, and interpret financial reports and related materials

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Experience in professional personnel administration, preferable in municipal government or graduation from an accredited college or university with major course work in personnel or business administration
- Must be examined by a city-designated physician to make a determination if applicant will be able to perform all essential duties required of this position
- Possess a valid operator's license

(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the American with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

City of McMinnville: 09/07/2019