

TITLE: Human Resources Manager

HR/1

DEPARTMENT: Human Resources, City of Franklin

JOB SUMMARY: This position performs administrative personnel work in the operations of the Human Resources Department.

MAJOR DUTIES:

- o Coordinates the city employee recruitment program to include announcements of vacancies, assisting department heads in screening and interviewing applicants, and assisting in the applicant selection, referral, and testing process.
- o Prepares interview questions.
- o Coordinates training and human resource programs for all levels of personnel; communicates with department heads; researches areas of training needs; coordinates and develops training programs.
- o Conducts investigations of complaints related to harassment or discriminatory practices.
- o Maintains the pay and classification plan which includes the allocation of positions, employees assigned to positions, current salary, and applicable job descriptions.
- o Monitors compliance with policies or legal requirements such as the Fair Labor Standards Act, the Equal Employment Opportunity Commission guidelines, Affirmative Action guidelines, grievance procedures, and applicable city, state, and federal policies; establishes and maintains the city's EEOC and AA programs.
- o Researches and prepares a variety of reports and documents as required.
- o Oversees fringe benefits programs.
- o Handles benefits and orientation.
- o Attends department heads meetings.
- o Assists and advises the City Manager and other management officials on personnel matters.
- o Counsels employees on employment related matters.
- o Participates with telephonic hearings before Appeals Examiners in relation to unemployment claims.

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- o Responds to requests for information.
- o Reviews and evaluates federal and state mandates and guidelines pertaining to personnel administration.
- o Attends training and evaluates relevance and suitability for city employees.
- o Conducts problem solving and continuous improvement training for individuals and departments.
- o Oversees the preparation of the department budget and monitors expenditures.
- o Conducts telephone and written surveys, research, and point-factor evaluations to recommend and defend adjustments to the city's Compensation Plan.
- o Develops annual training program contracts; develops contracts with training consultants and facility providers.
- o Consults with the City Attorney's office and the Finance Department regarding personnel issues.
- o Meets and communicates with management to discuss and review employee selection problems to ensure compliance with policies and procedures and to assist in providing resolution to problems or concerns.
- o Coordinates a variety of programs, including drug testing, internships, and employee assistance.
- o Assigns community service workers to various areas to perform hours of service.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of personnel administration.
- o Knowledge of the city's organization and operational policies and procedures.
- o Knowledge of the organization, function, and programs of municipal government.
- o Knowledge of the current trends, literature, and developments in the field of municipal government.

- o Knowledge of personal computers for use in word processing and electronic communications.
- o Knowledge of the city's grievance procedures.
- o Skill in developing and conducting training programs.
- o Skill in conducting research and preparing reports.
- o Skill in oral and written communication.
- o Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include the Fair Labor Standards Act, Equal Employment Opportunity Commission guidelines, Affirmative Action guidelines, and applicable city, state, and federal policies. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied human resources management duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the city's human resource activities. Successful performance in this position contributes to the maintenance of a fair and equitable work environment.

PERSONAL CONTACTS: Contacts are typically with other city personnel, elected and appointed officials, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Administrative Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree or any combination of related experience in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.