



# Job Description

Job Title: <b>Human Resources Director</b>		Department: Administration	
Reports To: City Manager	Supervises: None		FLSA Status: Exempt
Bargaining Unit: None			Effective Date: 8/25/2021

## POSITION SUMMARY

Under limited supervision, this professional position oversees all aspects of the City’s HR functions, including employee relations, recruiting and selection, orientation, terminations, compliance with employment law, administering leaves, records retention, benefits analysis and administration, and benefits enrollment. Leads the City’s health & wellness efforts, including compliance with best practices, planning wellness events, gathering employee input on benefits offerings, and coordinating the Health & Wellness committee.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, professional licensure, and certifications, for applicable departments (the Fire and Police departments coordinate their own trainings).
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions. Collaborates with supervisors and directors to understand skills and competencies required for openings.
- Processes bi-weekly payroll, payroll related accounts payable
- Reconciles payroll deductions (including insurance bills) using both the Financial Software and Excel spreadsheet. Prepares remittances coded to appropriate expense and liability accounts for payroll deductions as needed
- Prepares, reconciles, and processes quarterly reports such as federal withholding tax, state withholding tax, and unemployment reporting.
- Reconciles benefit expense and liability accounts
- Checks, verifies, and distributes W-2 forms and files required reports with the IRS and Minnesota by deadlines
- Acquires background checks and employment eligibility verifications.

- Conducts new hire orientation. Manages employee recognition, random drug testing, driving records checks, and health and wellness programs.
- Performs routine tasks required to administer and execute human resource programs including compensation, benefits, leave, disciplinary matters, disputes and investigations, performance management; health; and training. Develops and oversees the open enrollment process.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Advises supervisors and directors on employee relations matters. Attends and participates in employee disciplinary meetings, terminations, and resignations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Manages complex processes and coordinates leaves and communications to ensure compliance with employment laws, including but not limited to the Family and Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, and Workers Compensation.
- Assists with creating and distributing citywide and public communications.
- Maintains knowledge of trends, best practices, and regulatory changes in human resources matters.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

## **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

### Education and Experience

- Bachelor's Degree in Human Resources or a related field and one year of experience in Human Resources.
- OR
- Associate's Degree in Human Resources or a related field and three years of experience in Human Resources.

## **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

### Education and Experience

- Bachelor's Degree in Human Resources or a related field and five years experience in Human Resources.

### Training, Certificates and Licenses

- SHRM or HRCI certification.

## **COMPLEXITY**

The overall complexity of this position is high. While performing the normal duties of this job, many different process and methods are required to apply to an established professional or technical field.

## **RESPONSIBILITY**

### Supervision

Limited supervision is provided while performing the normal duties of this job.

### Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of the City, or impacts the wellbeing of many groups of people.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

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

### Hazards

While performing the duties of this job, this position may occasionally climb up to 20 steps, drive, lift and/or carry up to 25 pounds; frequently sit, stand, and walk; continuously perform repetitive motions, sit, hear, and speak.

While performing the duties of this job, this position will use close vision, far vision, depth perception, and visual acuteness.

While performing the duties of this job, this position will use their right and left hands for simple handling or grasping, firm handling or grasping, and fine handling and manipulation.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**