



May 2009
FLSA: EXEMPT

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

The position of Human Resources is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives all direction and supervision from the Director of Human Resources. Under work supervision from the Director of Human Resources, the Human Resources Manager assists with the coordination and functional direction of the Town's human resources activities, including recruitment and selection, job analysis and classification, compensation and benefits, employee relations, and Worker's Compensation; performs research and analysis, and provides recommendations to the Director of Human Resources for operational issues and policy and procedures updates; handles a variety of special projects as assigned, and performs related duties as required.

DESCRIPTION OF DUTIES

Listed are illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs confidential, technical and administrative functions; provides professional assistance to the Director of Human Resources on human resources issues and operations; reviews, evaluates and prioritizes work assigned to department staff; assists with training.
- Provides customer service to Town staff, and explains policies and procedures; works with departments to define and clarify personnel issues; provides advice and counsel to managers and staff within scope of authority and training. Explains personnel policies to employees, applicants and the public; responds to requests for information, provides technical information to Town staff, and provides assistance to the public.
- Analyzes human resources issues and recommends solutions; interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of Town policies, procedures and programs.

- Maintains the Worker's Compensation files for the Town, and compiles required state and Federal reports; assists with the coordination of claims and acts as liaison between the Town and the contracted insurance carriers and service providers; assists with other human resources claims processing and issue resolution.
- Processes Personnel Action forms and other requests for personnel changes and administrative actions, including benefits, leave, claims, records, and technical correspondence; monitors documents for compliance with Federal, state, and local policies and practices.
- Educates employees on Town benefits; explains employee benefits, policy and procedures, and other personnel issues; provides instruction and assistance on enrollment forms and benefits planning.
- Conducts salary and benefits surveys; collects and analyzes market data; evaluates competitive position of Town's salary range structure; develops recommendations for structure adjustments to maintain internal and external equity in classification, compensation and benefits plans.
- Coordinates the employee recruitment and selection process; reviews and processes job postings; processes applications and supporting documents; coordinates schedules, testing, interviews, appointments, examinations and applicant communications; monitors hiring process to verify adherence to Town policies.
- Prepares correspondence and documents in support of department functions; maintains files, forms, technical documentation and information in accordance with Town policies and procedures; collects administrative information and compiles data for reports.
- Conducts research on assigned projects and contracts; collects, compiles and analyzes data and information; develops recommendations and prepares reports based on findings.
- As assigned, represents the Town at hearings and meetings, and assists in resolving issues; attends meetings, answers questions and performs required follow up to facilitate required actions.
- Establishes and maintains effective relationships with the community at large, the Town Council and other public officials.
- Respond to emergency and problem situations in an effective manner.

QUALIFICATIONS AND EXPERIENCE

Knowledge of:

1. Town organization, operations, policies and procedures.
2. State and Federal laws, statutes, rules and regulations governing human resources functions.
3. Principles and practices of public sector personnel administration and confidential records management.
4. Research methods, techniques of report writing and presentation.
5. General laws, ordinances and regulations of municipal government.
6. Computer software including word processing and spreadsheet programs.

Ability to:

1. Analyze problems; and identify solutions and consequences of proposed action.
2. Analyze and interpret research, evaluate alternatives and reach logical, fact-based conclusions and recommendations.
3. Collect, compile and evaluate data, either in statistical or narrative form.
4. Analyze and interpret HR procedures, policies, and methods.
5. Conduct research, analyze results and write reports on human resources programs and procedures.
6. Prepare, maintain, and review human resource records, reports, and documentation, and maintain absolute confidentiality of all information.
7. Exercise sound independent judgment, and common sense.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
9. Establish and maintain effective working relationships with the Town Council, all levels of Town management, other government officials, community and civic organizations, employees, the public and others encountered in the course of work.
10. Communicate effectively with others both verbally and in writing.
11. Represent the Town in a variety of meetings.
12. Use initiative in making difficult decisions.

EDUCATION, TRAINING AND EXPERIENCE:

A Bachelor's Degree from an accredited college or university, and five years of professional human resources experience in the public sector.

SALARY RANGE:

\$6,391 to \$9,030 monthly