

TITLE: Assistant Director of Human Resources
PG: GV
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources
REVISION DATE: August 2019

PURPOSE OF POSITION:

The purpose of this position is to perform professional and administration work in the creation, managing, planning and organizing of programs while assisting the Director in the overall departmental administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Serves as the Director of Human Resources in the Director's absence.
2. Manages the staff in the department.
3. Responsible for all aspects of HRIS payroll system functions, including but not limited to, inputting the payroll actions, and verifying actions and setting up workflows with IT for department use. Reports final payroll to Director for auditing. Serves as subject matter expert to troubleshoot a variety of problems/issues.
4. Administers the City's program for classification and pay, recruitment and selection, performance appraisal, and creates reliable strategic planning programs for those areas and ensures compliance with all regulations governing human resources.
5. Oversees the development of a compensation strategy with the HR Director and Finance Director, recommends pay structures and rules.
6. Evaluates progress, makes reports and recommendations on training and development and creation of professional development plans for employees.
7. Partners with the Human Resources Director to identify and address immediate operational needs.
8. Assists the HR Director in coaching and collaborating with managers, helping them to better lead and develop their teams. Provides coaching and advice on the disciplinary process.
9. Develops and maintains the performance appraisal program. Assess current performance review process and recommend best practices
10. Recommends changes to Personnel Rules, regulations and policies, and develops policies as needed.
11. Develops, administers and analyzes surveys relating to the City's workforce culture and provides best practice recommendations to the Director.
12. Administers the planning and execution of all recruitment strategies, including distribution of all applicant and employee information to departments.
13. Manages the processing all invoices and insures office operates smoothly
14. Prepares dashboards and HR metrics for the HR Director as needed.
15. Ensures compliance with all applicable state, federal and municipal regulations, formulates HR policy changes.
16. Responsible for the coordination of the HR employee newsletter.
17. Coordinates the preparation of all HR ordinances and resolutions for consideration by the City Council.
18. Oversees the processing, maintenance and production of personnel records for open records requests, and audits files for compliance with federal/state and municipal regulations.
19. Fosters community outreach by developing a recruitment plan to increase minority and female applications and participates in local job fairs. Develops and administers recruiting and examining programs to obtain an adequate supply of competent applicants to meet the needs of the City.
20. Develops a workflow with IT for on-boarding for new employee orientation program.

21. Administers the background check program for applicants to protect the security of the city facilities and the safety of the public using those facilities.
22. Advises the HR Director and Department Heads on manpower utilization, metrics for human resources planning and budgeting for total compensation, in conjunction with Finance Director.
23. In coordination with the Risk Management Coordinator, develop training and safety programs and the Americans for Disabilities Act compliance for HR.
24. Fosters and develops programs for the improvement of personnel effectiveness, performance appraisals, safety, health, counseling, and welfare, including web based training initiatives.
25. Responsible for technology assessment for HR planning & systems software for human resources, including compatibility and adaptability to existing systems, including the management of SharePoint development for the department.
26. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resources, business or closely related field with a minimum of three to five years professional progressively responsible experience in human resources. Prior experience with municipal or county governmental payroll and human resources is preferred.

Must have a minimum of three years supervisory experience. Professional certifications in Human Resources preferred.

Experience with Tyler MUNIS HR software for payroll/personnel functions highly desirable. Strong proficiency with MS Excel is required, must have knowledge and expertise of advanced excel functionality (advanced formulas, linked spreadsheets, pivot tables, formatting reports in excel, charts & graphs, etc.).

Must have valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the philosophy, practices, legal principles, Federal laws and guidelines as they related to public personnel administration.
- General knowledge of the methods and practices of classification and pay, testing and selection and affirmative action.
- General knowledge of governmental organization and administration.
- General knowledge of organizational development and behavior.
- Ability to present ideas effectively, either orally or in written form.
- Ability to establish and maintain effective working relationships with City officials, supervisors, employees and the general public.
- Ability to conduct evaluations and studies, and to prepare related reports and recommendations.
- Ability to establish and maintain effective working relationships with employees, City officials, the court system, and the general public.
- Ability to anticipate and resolve problems before a crisis ensues.
- Understanding of the City's political environment and sensitivities.
- Ability to function effectively within that environment.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.

- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT

Work is in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.