**City of Franklin**

 **Job Description**

**Job Title: Human Resources Director**

**Reports To: City Administrator**

**Supervises: Assistant Human Resources Director, Human Resources Analyst, Employee Relations Specialist, Benefits Manager, Risk Manager, and Administrative Assistant**

**FLSA Status: Exempt**

**Approved Date:**  **June 6, 2013**

**I. Purpose of Job**

Directs all Human Resources operations and activities for the City, including planning and developing programs and policies, supervising staff, and ensuring the City’s compliance with local, state and federal regulations. Serves as administrator for the City of Franklin Pension Plan and 401(a) and 457 plans.

**II. Essential Job Duties**

**A. Performs Supervisory Duties**

* Supervises, directs and evaluates staff, handling employee concerns and problems, directing work, counseling, and completing employee performance evaluations.
* Makes decisions regarding personnel actions such as promotion and hiring
* Meets weekly with staff of each area of Human Resources to discuss updates and to evaluate, direct, and advise.

**B. Administers Pension Plans**

* Serves as Trustee and Plan Administrator of the City’s three (3) pension plans. Works with actuaries, Bank Custodian/Trustee, investment consultants and money managers to ensure fiscally sound plan and proper payment to participants.
* Serves as appointed member and provides staff support to the City of Franklin Pension and Trust Investment Committee.
* Works with pension attorneys to insure submission to IRS in a timely manner.
* Delegates and oversees administration of all pension benefits, which includes orientation to the plan, enrollment, processing all documents, and overseeing the application of the cost of living adjustments each year.

**C. Advises Management and Processes Grievances**

* Advises and assists department heads and supervisors in the administration of issues such as discipline, promotions, transfers, terminations, labor relations, EEOC regulations, and ADA compliance. Prepares correspondence and document package for all department heads and the City Administrator regarding these matters.
* Coordinates employee grievance procedures; assists the City Administrator with resolving personnel disputes which have been presented on appeal and assists department heads, City Administrator and City Attorney in presenting management’s case to the hearing officer or in State and/or Federal Court.
* Investigates and recommends disciplinary action in discrimination, sexual harassment and workplace violence cases. Prepares City’s position papers for EEOC complaints.
* Develops and recommends changes to personnel rules, regulations, and policies.

**D. Directs Development and Training Programs**

* Coordinates all employee development and safety training programs.
* Analyzes trends and needs of the City to determine the best methods and topics of training sessions.
* Delivers employee training.
* Ensures that all mandatory training is done and meets all federal, state, OSHA, and TOSHA safety requirements.
* Manages educational incentive and tuition reimbursement program.

**E. Directs HR Management and Administration**

* Delegates and oversees employee relations, coordinating efforts with employees, department heads, supervisors, and the Mayor and Alderman.
* Advises City Administrator on manpower utilization and oversees the recruitment, selection, promotion, and onboarding process of all employees.
* Ensures that the City’s personnel polices remain in compliance with all Federal, State, and local laws and ordinances regarding employee compensation, hours worked per week, equal opportunity, etc.
* Administers the classification and compensation plan, writing job descriptions, conducting salary surveys, and ensuring that all performance appraisals are prepared correctly.
* Designs personnel forms and directs maintenance of personnel records by all departments.

**F. Oversees Health and Welfare Benefits Administration and Risk Management**

* Delegates and oversees administration of employee health and welfare benefits.
* Delegates and oversees risk management and safety programs.
* Reviews the cost of all lines of insurance and compatibility of programs.
* Supervises insurance bids, contract administration, training and communications, resolves disputes and problems.

**G. Procurement Process**

* Analyzes the needs of each area of the department for the procurement of training and efficient use of available technology.
* Assists in writing requests for proposals for employee insurance, property and casualty, liability, workers compensation, and specialized insurance needs, as well as technical solutions for the more efficient administration of Human Resources, Benefits, and Risk and Safety.

**III. Other Job Duties**

Performs other job duties as assigned, including:

* Manages employee recognition programs.
* Perform related duties and responsibilities to assist other employees in the department as required.

**IV. Primary Job Challenges**

Primary challenges of this position include establishing good working relationships and gaining trust of all employees. Another challenge of this position is recruiting and retaining talented employees while providing the best benefits, development programs, and appreciation/ recognition programs within budget constraints.

**V. Equipment Operated**

Computer and other office equipment such as printers and fax machines

**VI. Key Competencies Required**

* **Job Content Knowledge**

Has extensive knowledge of the policies, procedures, and activities of the City and human resource practices, including employee recruitment and interviewing, as they pertain to the performance of duties of Human Resources Director. Is very knowledgeable of labor relations and management practices as necessary in the completion of daily responsibilities. Has an extensive understanding of risk management, OSHA, EEO and ADA regulations and other laws, codes, standards, and regulations that relate to work activities. Is able to develop and implement long-term goals for the department as necessary in the promotion of effectiveness and efficiency. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is knowledgeable and proficient with computers.

* **Language Skills:**  Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
* **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
* **Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) at the highest level. Ability to deal with a variety of abstract and concrete variables.
* **Teamwork:** Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

**VII. Physical Demands and Work Environment**

**Physical Demands:** Performance of the essential duties of this job requires the incumbent to:

* Frequently stand.
* Frequently walk.
* Frequently sit.
* Regularly use hands to finger, handle, or feel.
* Regularly reach with hands and arms.
* Occasionally stoop, kneel, crouch, or crawl.
* Regularly talk or hear.
* Occasionally lift up to 10 pounds.

**Work Environment:** Performance of the essential duties of this job requires:

* Occasional exposure to outdoor weather conditions

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).

**VIII. Qualifications**

**Education and Experience:** The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through obtaining a Master’s degree (M.A.) or equivalent; or five to ten years related experience and/or training; or an equivalent combination of education and experience.

**Required Certifications/Licenses:**

Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR)

SHRM-CP