



JOB DESCRIPTION

Position: Human Resources Manager - (under review)

Department: Human Resources – Office of the City Manager

Supervisor: City Manager

Status: Full Time - Exempt Status

The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Summary of Position

The Human Resources Manager is appointed by and reports directly to the City Manager, is a member of the City's management team and is responsible for all operations of the Human Resources Department. Various related functions may be assigned to the department depending on the needs and priorities of the City. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence. This position oversees and provides support in the areas of recruitment, benefits management, training and development, performance evaluation, safety, health and environment regulations and requirements, employment law, policy development, and employee relations. The Human Resources Manager champions a positive organizational culture, encourages teamwork, and fosters employee engagement.

Job Description/ Essential Duties

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

The Human Resources Manager is responsible for managing, directing and integrating broad, comprehensive human resource management programs and services for the City to achieve effective utilization and development of staff, to become an employer of choice, and to operate a safe and collaborative work environment with effective communications between management and employees. Establishes the mission of the Human Resources Department through, and in response to the assessment of City needs and priorities. Specific responsibilities include:

- Coordinates and participates in the development of goals, objectives, policies and procedures for the Human Resources Department.
- Plans and implements comprehensive human resources and employee relations programs and provides services to other City departments in accordance with federal and state laws and regulations and City policies and procedures, including employment management; classification and compensation; retirement systems; human resources planning, training and development; employee benefits and services; human resources information systems (HRIS) and personnel transactions and records.
- Maintains and preserves confidentiality at all times.
- Provides counsel and directs activities related to employee relations including policies, discipline, grievances, appeals, terminations and other personnel practices related to workplace issues.

- Conducts impartial investigations into allegations of discrimination, harassment or violations of City policies and procedures that may result in disciplinary action or termination.
- Maintain City employee official personnel files; create various reports related to employee certifications and license requirements.
- Develops and reviews job descriptions, classifications and compensation systems.
- Manages and administers a comprehensive recruitment, selection and promotion program
- Conducts new employee orientation.
- Manages drug and alcohol testing protocols.
- Monitors workers compensation program, completing first reports and facilitating the process.
- Reviews monthly payroll and attendance.
- Plans, directs, conducts, and/or reviews studies and reports such as salary surveys, turnover reports.
- Manages the administration of staff development programs and employee training activities. Creates and presents training programs specific to compliance and employee development.
- Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities.
- Manages and administers a comprehensive employee benefits program, administers contracts and plan documents.
- Identifies legal requirements and government regulations affecting human resources functions, and ensures City policies, procedures and reporting are in compliance.
- Coordinate and manage special projects as directed by the City Manager.

Behavioral Expectations

- Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
- Employee works through adversity in a productive and positive manner.
- Employee shows nonjudgmental respect for all other's perspectives.
- Employee appreciates the uniqueness, commonalities, and value of others.
- Employee maintains an appropriate level of transparency in their work and interactions with others.
- Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
- Employee does not hinder, obstruct, or interfere with the work of other employees.
- Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
- Employee does not abuse the use of materials, time, equipment, or property of the City in an unauthorized manner.
- Employee's performance does not fall below average in quantity or quality in relation to the requirements of the job.

Essential Knowledge, Skills and Abilities Related to this Position

The successful candidate will possess:

- Knowledge of philosophy, objectives, trends, techniques, principles and practices of public sector human resources management and administration;
- Knowledge and ability to interpret, apply and explain state, federal and local laws and regulations related to human resources management, payroll processing, wage and hour/FLSA, discrimination, etc.;

- Ability to establish and maintain effective, respectful and positive working relationships with city employees, management staff, city officials and the public;
- Ability to analyze situations, demonstrate sound judgment and make quick decisions;
- Ability to establish and maintain accurate records; prepare concise, comprehensive reports using current word processing programs such as Microsoft Word and Excel;
- Ability to communicate effectively; act with resourcefulness, courtesy and initiative;
- Ability to exercise independent judgment, set priorities and meet deadlines;
- Ability to effectively and efficiently plan, organize and coordinate all Human Resources Department activities for employee relations and HR Information Systems (HRIS);
- Ability to demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls;
- Ability to work effectively as part of a team.

Supervision Received

Works under the supervision of the City Manager.

Supervision Exercised

May supervise employees as directed by the City Manager

Minimum Qualifications (Education, Experience and Training)

- Graduation from an accredited four-year college or university with major course work in human resources management, industrial relations, business or public administration or a related field.
- Ten years of broad and extensive successful experience in all major phases of human resources administration and management including employee relations, benefits administration, safety, performance management, recruitment and selection and human resources information systems (HRIS).
- Successful progressively responsible management and leadership experience.

Note: If the applicant does not possess the above minimum qualifications, the City may take into consideration other qualifications such as a combination of education, training, and professional experience as it relates to this position.

Preferred Qualifications

- Current Certification as an IPMA-CP/SCP, PHR/SPHR or SHRM-CP/SCP.
- Master's degree in Human Resources, Public Administration, Organizational Development or a related field.
- Successful human resources and administration work experience in a public sector environment.

Special Requirements/Licenses or Certificates

- Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid Montana driver's license within six months of hire.

Tools and Equipment

Computer, general office equipment, copiers, telephone and fax systems and other appropriate office tools and equipment.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to handle multiple tasks with limited daily supervision;
- Duties are performed in an office type environment with noise level ranging from quiet to moderate;
- Requires regular and punctual attendance and reports to work fit for duty;
- Requires ability to sit and operate a computer for long periods of time;
- Requires the ability to perform body movements that allow the employee to move throughout the office frequently while moving supplies, office equipment, and files. Use of hand truck or cart is required for heavier supplies and equipment;
- May occasionally drive short or long distances to attend meetings or training opportunities;
- Ability to communicate fluently in the English language, both in verbal and written formats; sufficient clarity of speech and hearing or other communication capabilities in person and by telephone, to answer questions and elicit information, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Ability to talk and hear in person and by telephone; ability to see and read instructions, spreadsheets, reference materials and computer reports;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment;
- Duties require occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling;
- Hazards are generally minor and controllable;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Safety Related Duties

- Follow the City's and departments work practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Coordinate and track safety training; recommend improvements in safety training requirements or programs.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.