

Job Description:	HUMAN RESOURCES DIRECTOR	Job Number 421
FLSA Status:	Exempt / Unclassified	Approved:
Reports to:	Safety Service Director	Revised:

POSITION SUMMARY

To serve under the direction of the Safety Service Director. Performs complex professional work directing all activities of the Human Resources Department including employee relations, salary and benefits administration, worker’s compensation, health and safety, policy and labor contract interpretation, recruitment, and enforcement of Department of Labor regulations and all applicable laws and policies. To ensure employees receive fair and consistent treatment in conformance with all personnel rules, policies, practices, regulations and laws.

QUALIFICATIONS

Bachelor’s degree in Human Resource Management, Public Administration, Business Administration or related field *and* 2 years of related experience; *or* 5 years of related experience in Human Resource Management for a governmental entity or business.

Valid Ohio Driver’s license with an acceptable driving record to maintain insurability with the City.

ESSENTIAL FUNCTIONS OF THE POSITION

- Recommends and develops City-wide policies, regulations and practices related to human resources management;
- Coordinates with Civil Service Department on personnel selection and testing. Facilitates the evaluation, interview, and selection process for all City departments;
- Maintains personnel, disciplinary and health/medical records for all City safety service personnel;
- Participates in all disciplinary matters. Oversees/facilitates disciplinary matters that have potential to result in suspension, demotion, loss of pay or termination;
- Performs investigations within the purview of Human Resources to include disciplinary investigations, harassment investigations and investigations related to employee complaints. Prepares and maintains necessary investigatory documentation;
- Provides human resource support to elected officials’ departments such as Auditor, Treasurer, Law Director and Courts, as requested;
- Oversees and facilitates all bargaining unit related matters. To include facilitation of regular union negotiations;

- Oversees the compliance with federal and state requirements including, but not limited to FMLA, FSLA, ACA, ADA, OSHA and DOL. Functions as the EEO/ADA Officer and investigates all harassment issues, including sexual harassment;
- Oversees the design, development and implementation of the occupational safety and health program. Monitors the activities and claims of the Bureau of Worker's Compensation. Oversees the drug and alcohol testing and training programs;
- Coordinates and organizes City-wide human resources training including supervisor and manager training, harassment and discrimination prevention training, ADA training and other training as requested by the City departments. Meets with department heads to identify training needs, establish priorities, evaluate available courses or materials to coordinate participation in training and development programs;
- Maintains and updates assigned City documentation such as personnel and policy manuals and position descriptions;
- Ensures that certifications required for certain classifications of employees are obtained and maintained;
- Oversees and coordinates personnel evaluations for all city safety service personnel. Works with elected officials on evaluation programs as requested. Updates City evaluation process as necessary;
- Analyzes compensation policies and practices, governmental regulations and market data pertaining to compensation. Maintains the salary structure for the City;
- Oversees the orientation of new employees and new supervisors. Develops and maintains a standard orientation program for each department;
- Works with the City Auditor on administration of employee benefit programs;
- Investigates and implements opportunities to modernize and streamline the human resources operations of the city;
- Prepares annual budget for Human Resources Department and other reports as requested by Administration;
- Serves as a resource for City departments to protect the City from liability issues relating to personnel processes;
- Participates in executive, organizational, council and public meetings as requested by the Administration;
- Attends conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices and new developments in the Human Resources profession;

- Develops mission and vision statement, guiding principles and performance metrics for the Human Resources Department; and
- Performs other duties as assigned.

CRITICAL SKILLS & ABILITIES

- Demonstrate excellent written and verbal communication skills;
- Possess proven leadership abilities;
- Ability to prioritize while providing excellent customer service to both internal and external customers;
- Ability to effectively and efficiently solve problems;
- Possess a keen attention to detail;
- Possess initiative and creativity;
- Provide expertise with strategic planning and organizing;
- Ability to remain calm, composed and professional in all situations with the ability to command authority when necessary;
- Function within a team environment while maintaining the ability to work independently;
- Possess the analytical ability to objectively evaluate the facts surrounding a situation and arrive at a sound conclusion;
- Understand the complexities of working within a political organization and the need to account for the needs of various stakeholders with competing interests; Remain open to compromise when practical;
- In all facets of the job, maintain honesty with the Administration, Council, employees and the public;
- Maintain a positive and friendly disposition with our constituents and employees;
- Knowledge of employment law;
- Thorough knowledge of related governmental policies and procedures, to include federal, state and local laws, rules and regulations, including but not limited to the Ohio Revised Code, Ohio Administrative Code, Standard Operating Policies and Procedures, and legal processes and remedies;
- Knowledge of general computer systems to include Microsoft Office Suite, human resource information systems and/or performance appraisal systems;

- Possess experience in labor relations and public sector bargaining, public budgeting, research and statistical analysis, investigatory practices and government operations;
- Working knowledge of civil service law and local civil service ordinances;
- Knowledge of general pre-employment and investigatory interview processes and procedures;
- Ability to work under pressure, to meet deadlines and maintain confidential information; and
- Other knowledge, abilities, skills or training that may be required within the human resources department.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.
- Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, reaching, stooping and walking.
- Visual Activity:** The minimum visual activity of the seeing job is close to the eyes, and requires viewing a computer terminal and proofreading information.
- Job Location:** The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions and work is generally sedentary.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION		
I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.		
Signature:	Date:	

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.