

CITY OF HELENA



Position Title: Human Resource Director

Department: Human Resources

FLSA: Exempt

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

Job Purpose:

The work performed by this position involves leadership, coordination and oversight of all activities and functions of the Human Resources Department. The incumbent provides highly responsible, professional, administrative and complex support to the City Manager, Department Heads and other supervisory staff and coordinates applicable activities.

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.*

Human Resources Management

The position is responsible for coordinating the organization, staffing, and operational activities of the Human Resources Office which include payroll administration, labor relations and bargaining, safety, recruitment and selection, onboarding, employee FMLA and ADA administration, benefits administration, personnel records management, disciplinary actions, grievances, personnel budget process, investigations, drug testing, EEO/Affirmative Action, employee service awards program, organizational development, and the administration of the classification, position descriptions, and performance evaluation systems. The incumbent is also responsible for interpreting, explaining, and administering City Personnel Policies; and coordinates the revision and addition of City Personnel Policies.

The incumbent will assure the City's compliance with policies, contracts, and ordinances, as well as Federal, State, and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters. The position will identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; and implement improvements.

The Human Resources Director is responsible for preparing for and leading union/association-management contract negotiations, grievances, and arbitration; administering the provisions of existing employee contracts and agreements; and advising staff regarding provisions of contract. The incumbent will work with the City Attorney to defend City actions on grievances and arbitrations. The position will administer employee disciplinary policies and procedures; and provide assistance to staff on disciplinary issues and action to be taken.

The incumbent will oversee promotion, transfer, and separation procedures of current employees; oversee and ensure recruitment and selection processes comply with Federal and State laws, codes, and regulations including EEO and ADA.

The position will direct and participate in the administration of the City's classification and compensation plan; establish and maintain class specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate, and make recommendations on proposed job reclassifications. The incumbent will also review employee benefit package and recommend changes consistent with laws and policies; and request bids for benefit services from outside agencies as needed.

The position will serve as the City's Equal Employment Opportunity (EEO) Officer; initiate, develop, and recommend policies and procedures; assure compliance with State and Federal Equal opportunity employment laws and regulations; participate in preparing for and defending EEO charges filed against the City. The incumbent will attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of human resources management.

The incumbent will provide periodic reports and presentations to the City Commission at Administrative and/or regular Commission meetings. The position will also provide staff assistance to the City Manager and all Department Heads; prepare and present staff reports and other necessary correspondence.

The HR Director will oversee the creation and administration of an organizational development plan in the areas of supervision and leadership as well as assist departments in development and succession plans. They will also oversee other training such as policies and other HR related areas.

Fiscal Management

This position will manage and participate in the development and administration of the Human Resources Department budget; forecast additional funds needed for staffing, materials, and supplies; oversee department procurement; and direct the preparation of and implement budgetary adjustments as necessary. The position will also be required to manage budgets for the City's medical, vision and dental insurance plans and make recommendations and decisions on rate setting.

Personnel Management

This position will be responsible for ensuring that Human Resources personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training; coach employees to correct deficiencies; implement discipline and termination procedures; and develop staff development programs.

The incumbent will plan, direct, and coordinate the Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

Safety Administration

The position is required to ensure that all employees within the department are following all City safety standards and protocol. Further, this position is responsible to ensure safe work habits of all City of Helena employees through oversight of the City Safety Committee and workers' compensation programs.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles of supervision, management, motivation and leadership.
- Business and management principles involved in strategic planning, resource allocation and coordination of people and resources.
- Operational characteristics, services, and activities of a human resources program.
- State and Federal rules, laws and regulation related to human resources.
- Principles and practices of payroll administration, record keeping and reporting.
- Principles and practices of collective bargaining and labor relations.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Wage and salary/benefit administration principles and practices.
- Principles for job evaluation and analysis.
- Principles and methods of training and education.
- Principles of mathematical and statistical computations.
- Strategic planning and organizational development.

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Manage and coordinate the work of technical and clerical personnel.
- Select, supervise, train, and evaluate staff.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Prepare and administer budgets.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Identify and resolve sensitive and complex employee relations' problems.
- Compile and maintain complex and extensive records and prepare reports.
- Maintain confidentiality of sensitive information and data.

- Prepare and maintain accurate and complete records.
- Prepare clear and concise administrative reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to work in a standard office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor's degree in human resources, business administration, management or related field from an accredited college or university. A Master's degree in a related area is preferred but not required. The position also requires six years of progressively responsible experience in human resources, preferably working in a government setting, with four years of management and supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

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

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

Supervises all employees of the Human Resources Department

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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