## JOB INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Human Resource Manager</td>
</tr>
<tr>
<td><strong>Civil Service:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>City Manager - HR</td>
</tr>
<tr>
<td><strong>Bargaining Unit:</strong></td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td><strong>Reports to Position:</strong></td>
<td>City Manager</td>
</tr>
<tr>
<td><strong>Pay Grade:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>City Hall</td>
</tr>
<tr>
<td><strong>Overtime Status:</strong></td>
<td>Salary</td>
</tr>
<tr>
<td><strong>Effect. Date:</strong></td>
<td>04/2018</td>
</tr>
<tr>
<td><strong>FLSA Status:</strong></td>
<td>Exempt</td>
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</tbody>
</table>

## JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

The Human Resources Manager performs a wide variety of professional, administrative, and technical related duties in administration of human resources programs. All duties are performed in accordance with applicable laws, resolutions and City policies.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, develops, and evaluates employee benefit programs.
- Oversees continuation of insurance coverage under COBRA and Retiree health program to former City employees and qualified beneficiaries.
- Ensures compliance with benefit laws and regulations including the Affordable Care Act, HIPAA, COBRA, FMLA, Medicare, civil rights, military leave, City policies, etc.
- Reviews job specifications and develops a recruitment and selection plan for vacant positions. Coordinates with the Civil Service Clerk for civil service positions.
- Advises management on a wide variety of human resources matters, including recruiting and selection, position classification, compensation, labor relations, and benefit related issues.
- Directs City departments on the employment procedures required to promote, hire, transfer, and demote employees.
- Develops the design and placement of employment advertising to generate quantity and quality of applicants.
- Screen all applications to identify qualified applicants for positions and conducts interviews, as requested.
- Oversees the administration of pre-employment testing and background checks.
- Coordinates interview schedules with department heads, as needed.
- Coordinates with District Fire Chief-Training and Safety to provide employee training.
- Develops and presents annual employee training program.
- Plans, coordinates, and participates in employee benefit fair.
- Administers Family Medical Leave Act absences.
- Reviews unemployment claims and notices. Administers the unemployment program, including coordinating hearing dates, verifying billing records, researching and compiling all relevant date and answering questions on the program from department heads and other City employees.
- Reviews and develops job descriptions.
- Reviews, develops, and administers City personnel policies.
- Works with the payroll and benefit administrator to oversee the City's deferred compensation program, including working with providers and employees.
- Oversees completion of manual and electronic membership enrollment, membership changes, event changes, etc.
- Conducts exit appointments with terminating employees to complete benefits processing and exit interview forms.
- Presents information regarding benefit programs at employee orientation sessions.
- Maintains, audits, and analyzes benefit data.
• Processes benefit changes resulting from changes in regular positions (i.e. promotions, changes in bargaining units). Ensures actions comply with applicable bargaining contracts or personnel policies.
• Completes applicable state and /or federal reports (i.e. non-discrimination testing, Medicare Data Match, OSHA, etc.)
• Directs preparation and distribution of written and verbal information to inform employees of benefits. Posts benefit information on City intranet.
• Ensures all City facilities have posted proper employment posters.
• Identifies and implements benefits to increase the quality of life for employees, by working with brokers and researching benefits issues.
• Designs, evaluates, and modifies benefits policies to ensure that programs are current, competitive and in compliance with legal requirements.
• Assist City Manager with union negotiations.
• Administers work comp program along with work-related injuries for 411 employees.
• Audits personnel files to ensure complete, accurate, and appropriate information is included in the personnel file.
• Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

• Thorough knowledge of human resources/benefits principles, practices, and procedures.
• Thorough knowledge of COBRA, Section 125, FLSA, and other State and Federal laws, rules, and regulations.
• Thorough knowledge of personnel functions, procedures, policies, and organization.
• Thorough knowledge of policies and procedures in compensation/classification, benefits, general employment/recruiting, health and safety, employee/labor relations and general management.
• Good knowledge of techniques of testing and measurement, recruitment, and selection process.
• Good knowledge of Federal/State/local laws and regulation relating to Human Resources Management.
• Extensive knowledge of the laws and policies pertaining to personnel record keeping practices and procedures.
• Ability to establish and maintain complex clerical records and files and to prepare written reports from such information.
• Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
• Knowledge of modern office methods and practices.
• Ability to communicate effectively and maintain working relationships with other City employees, elected officials, department heads, and the public.
• Ability to handle confidential employee and administrative information with tact and discretion.
• Ability to establish and maintain effective working relationships with fellow employees and the general public.
• Ability to be accurate, thorough and punctual while maintaining records and preparing reports.
• Ability to supervise and train employees at multiple locations.
• Ability to express ideas clearly and concisely in both oral and written form.

ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Requires the following, with or without reasonable accommodation:
• Ability to read, speak, write and understand English to effectively communicate with citizens, City Council and employees by telephone, in written form, or face to face.
• Ability to operate a computer keyboard, calculator, telephone and similar office machines.
• Ability to sit for long periods of time.
• Ability to perform mathematics necessary for evaluation of benefits.
• Attends work regularly at the designated place and time.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
## QUALIFICATIONS

List the **minimum requirements** to be considered for this position:

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business, or a closely related field, and
- Considerable professional level experience in benefits administration, preferably in the public sector; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Possession of Professional in Human Resources (PHR) or related specialized certification preferred.
- Must have valid Iowa driver's license.

## WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

## REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical