

2014 BUDGET ADJUSTMENTS

Questions: 6

Date: November 13, 2013

Requested by: Debbi Lester

Topic: Human Resources Manager

Question

Please provide job descriptions, qualifications, and intro pay scale salary, and benefits for the following positions:

- Human Resources Manager

Please provide current pay salary and benefits for Human Resources Manager.

Background

In the recent past, the City has not had a single employee wholly devoted to human resources. To fulfill this important set of responsibilities, human resources tasks have been performed by several different staff. In 2014, human resources will be consolidated in one position, which will be filled by a current City employee. This change will promote consistency in approach across departments, provide employees with a single point of contact, and ensure that the City keeps up to date with changing employment regulations and responsibilities.

Response

Staff estimates that addressing this priority in 2014 will not add an additional ongoing annual cost. The function will move from the Finance and Administrative Services Department to the Executive Department.

The job description, which includes qualifications, is attached. The 2014 salary range is \$91,647 – 114,931.

	2014	One-time or ongoing	Comment
Estimated Dollar Change	0	Ongoing	
Funds involved			
FTE Change	0		Executive Department

CITY OF BAINBRIDGE ISLAND

Job Description



Title: Human Resources Manager	JD: 129
Department: Executive	Effective Date: 1/1/11, revised 11/1/14
Reports To: City Manager	FLSA Status: Exempt
Supervises: N/A	Union Status: Non-represented

SUMMARY:

Working under the general direction of the City Manager, the Human Resources Manager is responsible for developing, implementing, evaluating and administering the City's personnel policies, programs, services and systems. The position is responsible for ensuring organizational development principles are applied to employee practices, and serves as primary labor relations resource for management and supervisory staff.

ESSENTIAL FUNCTIONS:

Plans, organizes, controls and manages the Human Resources (HR) operations and programs of the City including recruitment/selection, compensation/classification, training/development, labor relations, safety, personnel records, policy development and general management assistance.

Provides consultation to management and supervisory staff in a variety of areas including staffing and organization, employee development, investigations, disciplinary problems and other special employment needs; ensures consistent interpretation and application of Federal, State and City rules, regulations, policies and procedures

Undertakes research on best practices and initiatives in other jurisdictions to identify trends and anticipate impacts to City programs; maintains analysis of long-range trends that generate impacts to City budgets and employee base; develops information on comparative practice at both a State and Regional level to inform policy options for City leadership.

Plans, organizes and coordinates recruitment and selection processes to ensure compliance with legal requirements, human resources needs and budgetary authority; coordinates necessary background investigations; provides staff assistance and guidance in the selection of new employees and promotions; coordinates new employee orientations; maintains up-to-date information on employment opportunities on the City's website.

Develops and implements strategies for Human Resources management, including performance management and auditing, competency assessment and development, resource development, employee relations and others as appropriate.

Administers benefits plans; maintains provider contracts and ensures compliance with legal and tax requirements, and with technical contract provisions; educates employees on City benefits programs; recommends changes to benefits plans; serves as liaison with payroll on all benefit-related issues.

Administers the City's classification and compensation programs and systems including maintaining job descriptions, position control, salary and benefit administration, and policy development and

compliance; conducts research on salary and benefit issues with outside agencies; analyzes related cost areas and recommends changes to compensation and benefit programs as appropriate.

Administers and coordinates leave programs in compliance with City and/or state and federally authorized leave programs, including but not limited to Family & Medical Leave Act, Washington Family Leave Act, military leave, domestic violence leave, donated leave, etc.

Oversees and coordinates the City's worker's compensation program, including light duty and early return to work options; coordinates safety training and investigation of accidents; oversees the City's safety committee; administers the City's drug and alcohol testing program.

Prepares for and participates in labor negotiations with organized bargaining units; develops proposals and contract language; administers labor agreements during the terms of the contracts; assists management staff with interpretation of and adherence to the labor contracts; assists management staff with grievances and related employee concerns.

Plans, organizes and coordinates employee development and training programs, including performance evaluations, educational assistance and in-service training; coordinates employee recognition opportunities; assists and provides consultation to employees with confidential matters requiring internal or external resources; provides general conflict resolution assistance in employee related disputes.

Performs long-range planning activities, including organizational planning and development and strategic planning; develops and recommends new or modified policies; directs and interprets the application of established policies; develops communications to disseminate policy information.

Serves as the City's Americans with Disabilities Act (ADA) coordinator, in relation to both city employees and those using the city's programs and services.

Develops budgets for the Human Resources function; analyzes and reviews data; controls and authorizes expenditures in accordance with established limitations.

May manage staff assigned to Human Resources functions, including delegating and monitoring work, and providing performance reviews.

Manages the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepares information and materials for presentations on human resource issues to the City Council; oversees and maintains HR records, pursuant to State regulations and City procedures; processes and reviews requests; provides appropriate information to the public.

OTHER DUTIES AND RESPONSIBILITIES:

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES:

Any combination of experience and training that provides the desired skills, knowledge and abilities is qualifying. A bachelor's degree with major coursework in business administration, public administration or a closely related field and five years' increasingly responsible experience in a Human Resources department is preferred. Experience working in a public agency or local government environment is desired.

Knowledge of:

- Employment- and labor-related city ordinances and state and federal legislation, including FMLA, ADA, OSHA, FLSA, WLAD and WFLA.
- City organization, operations, policies and procedures.
- Principles and practices of human resources administration and program development, including those specific to the public sector.
- Principles and practices of records retention, record keeping and records management.
- Legal, ethical and professional rules of conduct for government employees.
- Job analysis, classification and evaluation techniques and practices.
- Labor relations and contract negotiations in the public sector, including binding arbitration and grievance administration.
- General research techniques and data analysis.
- Program/project management techniques and principles.
- Investigatory principles and practices.
- Industrial health and safety program administration.
- Benefit program design and management principles.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Modern office practices and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Correct English language usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Plan, organize and manage a variety of assigned programs, projects and activities related to the diverse nature of the human resources function.
- Negotiate agreeable settlements.
- Communicate effectively both orally and in writing.
- Interpret and administer policies and procedures, using effective communication to discuss, resolve and explain to various audiences.
- Establish and maintain cooperative and effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Operate a computer and assigned office equipment.
- Analyze complex problems, conduct comprehensive research, identify alternative solutions, project consequences of proposed actions and make recommendations for resolution and implementation.
- Meet schedules and timelines.

- Work independently with little direction.
- Coordinate and perform a wide variety of complex projects and tasks while meeting multiple deadlines.
- Prepare comprehensive narrative and statistical reports.
- Maintain confidentiality and communicate with tact and diplomacy.

LICENSING AND CERTIFICATION:

- A valid Washington state driver’s license is required.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) is preferred.

WORKING CONDITIONS:

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other events outside normal hours may be required. Work is performed primarily indoors in a busy public office. The work area can be noisy and congested at times. Repeated interruption of the work is typical. The incumbent will be required to work with high-stress customers to meet deadlines while handling multiple priorities. The position requires frequent telephone contact, computer operations and reading and repetitive motion tasks.

PHYSICAL REQUIREMENTS:

Continuous repetitive arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, and must have hand-eye coordination sufficient to operate computers, do keyboarding, and operate other office equipment. In addition, the employee in this position must have the ability to produce legible handwritten documents. The person may be required to lift up to 30 pounds, if necessary, and may be required to sit for prolonged periods of time.

Equal Opportunity Employer - Americans with Disabilities Act

*The City of Bainbridge Island is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.*

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.

This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.