

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Human Resources Director*
Department: *Human Resources*
Reports to: *City Administrator*
Status: *Exempt /Non-union*

Job Summary:

The Human Resources Director is a working manager position and is responsible for the overall direction, leadership, management, supervision and administration of the Human Resources Department. Advises the Mayor, City Council, City Administrator and Department Directors. Responsible for overseeing negotiations and administration of labor contracts. Investigates grievances and grounds for discipline. Provides expertise on compensation and benefits administration, safety and health, recruitment and employment, and employee training and development. Advises and assists staff with federal, state and local law compliance and HR policies and procedures. Fosters employee communication and effective working relationships.

Essential Job Functions:

1. Participate as a member of the City's management team providing strategic leadership and input on decisions having significant organization-wide impact. With the Mayor and City Administrator, recommend, develop and implement proposals for new/revised programs. Consult with legal counsel to ensure policies and programs comply with federal/state law.
2. Attend City Council meetings and workshops. Provide ongoing communications regarding Human Resource matters, and serve as a resource to the Mayor, Council, and City Administrator.
3. Review federal, state and local legislation to determine impact on personnel issues, policies and strategies. Keep management informed of personnel requirements as applicable.
4. Direct and supervise Human Resources staff; develop and evaluate performance. Monitor and advise the Accounting Technician – Payable/Payroll in benefit coordination and payroll auditing.
5. Establish and maintain effective and cooperative working relationships and teamwork with the executive team, department heads, supervisors, employees, public officials, business representatives and the public using good judgment, tact and courtesy.
6. In collaboration with City management, investigate and evaluate human relations and work related problems to determine effective remediation techniques and recommend employee disciplinary actions consistent with City policies, procedures and collective bargaining agreements.
7. Investigate discrimination complaints. Prepare the City's response to complaints filed with external agencies such as the Equal Employment Opportunity Commission.
8. Serve as contact administrator for the City's collective bargaining negotiations. Participate as a representative of the City administration. Serve as member of bargaining team. Assist in maintaining satisfactory labor-management relations, interpret collective bargaining agreements, assure consistency in enforcement, administer grievance procedures and assist/advise/research all operational levels on labor relations activities/matters.
9. Lead the development and implementation of strategic citywide succession and workforce planning initiatives.
10. Administer the City's recruiting and employment processes. Provide leadership, direction and support to City departments to attract, retain and develop quality employees in compliance with federal, state and local laws and City codes, regulations and policies.
11. Monitor the administration of the benefits programs. Manage the Accounting Technician – Payable/Payroll in benefit coordination [medical, dental, vision, life insurance, long-term disability, retirement (DCP, PERS, LEOFF), open enrollment, unemployment compensation, COBRA administration, vacation, sick leave, leaves of absence].
12. Manage Labor and Industries Workers' Compensation program. Maintain Workers' Compensation records/claims including, return-to-work programs and efforts. Prepare necessary reports including, the annual OSHA Report. Advise City departments of claim status as needed. Serve as the Retrospective Rating Program liaison.
13. Administer FMLA and advise staff on leave laws.
14. Provide guidance in the area of Safety and Risk Management.
15. Monitor the timely completion of performance reviews for all City departments. Review evaluations for consistency and effectiveness. Make recommendations for change/review. Assist managers, supervisors and leads with reviews if needed.
16. Oversee citywide training and staff development. Foster educational opportunities and identify training needs. Develop and conduct training programs and/or contract with outside providers for programs.

17. Maintain confidential personnel and medical files. Establish, create and maintain department records, forms and reports.
18. Develop human resources budget. Monitor and control human resource expenditures in accordance with City budget policies.
19. Serve as a member of the Safety Committee, Employee Advisory Committee and other groups or committees. May serve as Secretary / Examiner to the Civil Service Commission.

Associated Job Functions:

1. Attend various workshops, continuing education meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of public sector human resource management functions, including benefits administration, workers' compensation, safety, general liability, etc., including a knowledge of local, state and federal legislation, regulations and court decisions impacting personnel activities.
- Knowledge of job analysis relative to classification, compensation and organizational review.
- Knowledge of employee relations and labor negotiations.
- Knowledge of Industrial safety and workers' compensation administration.
- Knowledge of Civil Service laws. Interpret and apply Civil Service Rules and Regulations.
- Knowledge of the principals and practices of Risk Management.
- Strong project management, time management and leadership skills.
- Written skills and ability to compose complex documents and the ability to research, organize and compile data into meaningful reports. Prepare oral and written presentations and reports outlining findings and recommendations for policies, procedures, etc. Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Skills in maintaining effective and persuasive communication, both in person and in writing, with diverse audiences, including sometimes stressful situations. Recognize and respond to nonverbal communication (body language and eye contact).
- Ability to provide facilitation skills in sensitive, emotional and/or hostile situations. Be approachable and nonjudgmental when discussing employee concerns.
- Ability to quickly gain and maintain knowledge through journals, seminars and professional association membership.
- Skills in developing, updating, implementing, interpreting and monitoring human resources functions in a nondiscriminatory manner to reflect changes in economic, management and legislative programs.
- Ability to quickly acquire a thorough knowledge of Mayor, Council and department working relationships as well as the City's administrative procedures, mission and vision and to present policy and technical information to senior management and council.
- Ability to represent the City's human resources programs and assist in negotiations with a variety of people with differing interests.
- Ability to effectively manage and supervise the work activities of staff in a manner conducive to proficient performance and high morale.
- Ability to establish, implement and enforce safeguards regarding confidentiality and privacy of sensitive information.
- Ability to develop HR programs and policies based on new requirements.
- Ability to learn and readily apply new specialized data systems.
- Ability to conduct labor relations activities/research.
- Skills in using a personal computer and a broad variety of associated software and other standard office equipment.

Working Environment and Physical Demands:

Work is performed in an office, Council, or meeting room environment with frequent interruptions. Work requires reaching, twisting, turning, kneeling, bending, squatting, a normal range of hearing and visual acuity, eye/hand coordination and manipulation skills to operate a personal computer, telephone and other equipment, as well as the ability to sit for extended periods of time and access all areas of the facility including stairs. Stamina to sustain long workdays and some weekends as necessary. Attendance at weekend and evening meetings is sometimes required, with travel required to other City locations or out-of-town meetings and conferences.

Experience and Training Requirements:

- Bachelor's degree in human resources, industrial and labor relations, psychology, business or public administration, organizational development or closely related field , **and**

- Eight (8) years of professional human resources experience **with** a minimum of five (5) years of senior management-level experience in a local government or other public sector agency.
- Experience working in a labor union environment, including negotiations and contract administration in a public sector environment.
- Experience developing and managing progressive programs in all areas of Human Resources in a public sector environment.
- Experience with employee medical benefit plan design and administration.
- Master's degree in an appropriate discipline is preferred.
- Certified Professional in Human Resources desirable.
- Excellent computer operation skills and experience with a variety of software programs including Microsoft Office applications.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and drivers record checks.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Admin/HR 2013
Revised: HR 12/14

FLSA: Exempt
Salary: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.