

CITY OF FOREST HILL

Job Description

Position Title:	Human Resources Director
Department:	Administration / Human Resources
Class Type:	Official / Administrator
Reports To:	City Manager
FLSA Status:	Regular / Full-time; Exempt

JOB SUMMARY

Under the general direction of the City Manager, the Human Resources Director plans, organizes, develops, implements and manages all phases of the City's Human Resources Department including: recruitment and selection, training and organizational development, classification and compensation management, employee relations, civil service administration, policy development, benefits, workers; compensation, risk management and safety, along with a variety of other programs. Assists and advises all departments in personnel matters and is the general custodian of personnel records.

ESSENTIAL JOB FUNCTIONS

Duties include but are not limited to the following:

- Directs the overall operation and activity of the Human Resources Department which provides a full range of professional support to the City in areas of recruitment and selection, training and organizational development, classification and compensation management, employee relations, civil service administration, policy development, benefits, workers' compensation, risk management and safety, along with a variety of other programs and activities.
- Develops, recommends and administers policies and procedures.
- Advises and counsels managers and employees regarding a comprehensive range of personnel related matters, risk management, liability, safety and employment law issues.
- Oversees the work or works with consultants, brokers, underwriters, and insurance representatives in development, implementation and monitoring of the City's insurance programs; reviews losses and makes plan recommendations.
- May serve as Civil Service Director to the Police and Fire Civil Service Commission at the discretion of the commission and performs related duties, such as civil service statute interpretation and enforcement, coordinating meetings and hearings, administering rules and regulations, administering entrance and promotional exams, maintenance of eligibility lists.
- Directs and coordinates the investigating, processing and reporting of claims of discrimination, harassment, and other issues.
- Manages the risk management and safety efforts of the City.
- Collects salary data and reviews to determine competitive wage rate and makes recommendations on salary and benefits.

- Confers with the city manager, departmental and division managers and key administrative staff in discussing human resource needs and resolving grievances.
- Conducts studies and prepares recommendations for improvement of human resources management practices of the City.
- Directs a City-wide employee development and training program.
- Keeps records and prepares reports and studies as may be assigned or initiated independently.
- Prepares and administers an annual budget for the Human Resources Department.
- Prepares the projections for wage and benefits for upcoming fiscal year for all City positions.
- Works closely with staff in other City departments and divisions to identify problems and work out effective resolutions.
- Coordinates and directs the selection, training and development of employee's in the division.
- Responds regularly and promptly to work.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Business, Public Administration or related field, plus 5 years directly related professional experience in human resources and risk management, with three of those years to include progressive management responsibilities.
- Prior experience with civil service and public sector preferred.
- Equivalent combination of educations, experience and training will be considered.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of budget preparations, expenditure control and record keeping.
- Knowledge of the principles and practices of public human resources administration and risk management.
- Knowledge of safety standards, procedures, and precautions utilized in emergency response activities.
- Comprehensive knowledge of progressive supervisory and management principles, practices and methods.
- Exceptional leadership skills to be able to select, develop and coach staff and build an effective team with an expectation of excellence and professionalism.
- Ability to develop and maintain human resource management program based upon established goals and objectives of the City and fiscal responsibility.
- Ability to provide management with sound, positive advice and information concerning incumbent's area of responsibility.
- Ability to work under pressure and meet time lines.
- Ability to anticipate, identify and effectively resolve various issues and problems.
- Ability to prepare clear, concise and complete reports, correspondence and other written materials.

- Ability to establish and maintain positive and cooperative working relationships with all levels of City staff, City Council and citizens.
- Strong interpersonal and organizational skills.

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

- Texas Class C driver's license with a good driving record
- Senior Professional in Human Resources (SPHR) certification preferred.

PHYSICAL DEMANDS

- Physical demands include but are not limited to: Sitting, talking, hearing, seeing, standing, walking and driving.
- Use of hands and fingers to operate office equipment and machines;
- Occasionally lifting and or moving objects up to and including 25 pounds.

WORKING CONDITIONS

- Work is performed primarily in an office setting or well-lighted and temperature-controlled working environment.

EQUIPMENT

- Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.
- Equipment may include but is not limited to: Multi-line telephone, fax, copier, scanner, computer, printer, calculator, and vehicle.

SCOPE OF JOB

This position's primary duty is fulfilled through office or non-manual work which is directly related to the management of general business operations of the City and the City's internal departments and applicants for employment. The primary duties of this position includes the authority to create, change, or implement policies; the authority to carry out major operational assignments that affect the employers' operations to a substantial degree; the ability to deviate from established policies; and the authority to commit the employer to matters of significant financial importance. This employee in this position has the ability to exercise discretion and independent judgment on important matters.

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), The City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.