

City of Fairmont
POSITION DESCRIPTION

HUMAN RESOURCES MANAGER

DEPARTMENT: Administration
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: City Administrator
SUPERVISES: None

DEFINITION: The Human Resources Manager oversees numerous administrative functions, including employee recruitment, hiring, training, and development; administering benefits and leave; overseeing company policies and practices; and maintaining compliance with federal and state employment laws and regulations. Work is performed with considerable independence, under the general supervision of the City Administrator.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Manage recruitment and employment selection process - advertise employment opportunities; organize and conduct background checks and interviews; and provide onboarding for new hires.
- Serve as an internal contact for employment issues. Provide advice and coach employees and management on personnel actions – performance management, discipline, grievances, promotion, termination, etc. Conduct investigations into grievance and discipline concerns.
- Conduct research, identify concerns and develop proposals and responses for union communications and negotiations; assist the City Administrator in negotiating labor agreements. Interpret and administer union contracts.
- Review and analyze state and federal laws and the rules and regulations related to employment and labor relations to ensure compliance and reduce liability.
- Oversee the development, updating, and enforcement of personnel policies ensuring revisions are disseminated to affected staff. Administer training on policies, as needed.
- Manage workers' compensation and employee leave of absence, i.e., Family Medical Leave Act (FMLA), sick leave, military leave and advise employees on eligibility for continued benefits during leave. Administer COBRA benefits, as necessary.
- Administer the drug, cannabis and alcohol testing program - work with outside providers for random selection, independent collection, and testing. Ensure compliance with relevant laws and rules.
- Govern the City of Fairmont Employee Benefits Program including insurance, time off, holidays, etc. Work with outside insurance agents and plan administrators to ensure contractual requirements are met, open enrollment is coordinated, and employee concerns are handled.
- Coordinate, facilitate and lead employee training, education, wellness, and safety programs. Ensure compliance with relevant laws, rules, regulations and set policies.
- Develop, implement, and administer an organization-wide performance evaluation system. Review completed evaluations to identify concerns and provide input to management.
- Oversee pay equity and ACA reporting.
- Perform other related duties as required or assigned.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Possess excellent written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public, etc. to explain complex information clearly and concisely.
- Considerable knowledge of labor negotiations, union contract administration, PELRA, grievance management and labor-management relations.
- Thorough knowledge of state and federal laws and principles and practices governing all aspects of public sector human resource management.
- Considerable knowledge of the structure, function, and operation of municipal government and sound management principles and practices.
- Ability to establish and maintain effective relationships with staff at all levels, union representatives, outside vendors, elected officials and the public.
- Capacity to maintain confidentiality and classify and release data in accordance with the Minnesota Data Practices Act.
- Aptness to resolve or mediate conflicts and recommend solutions.
- Knowledge of computers and computer software, including Microsoft Office Applications, and other software applications used in municipal government.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration, Human Resources, Management or related field.
- Four years of professional human resource experience with emphasis on coaching managers on employee relation issues and facilitating the hiring process.

PREFERRED QUALIFICATIONS:

- Experience in governmental human resources.
- Human Resource (HR) and/or Society of Human Resource Management (SHRM) certification.
- Strong understanding of laws related to human resources.

CONDITIONS OF EMPLOYMENT:**WORK SCHEDULE:**

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday-Friday.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work indoors.

Activities that will **occur continuously**, sitting, verbal communication, hearing, repetitive motions with hands, wrists and fingers.

Activities that will **occur frequently**, problem solving, written communication, interpersonal skills, standing.

Activities that **occur occasionally**, walking, lifting, carrying, reaching, hand/eye/foot coordination.

Activities that **occur infrequently**, bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting and carrying up to 24 pounds.

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

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date