

Human Resources Manager

Job Summary

Administers, manages and supports the human resources function the city of Fairhope including but not limited to recruitment, employment, benefits, compensation, and employee relation.

Essential Functions

Develops and implements policies and procedures governing human resources. Reviews and interprets laws governing issues of employment, compensation, and employee leave (e.g., FMLA, FSLA, USERRA, etc.) and ensures compliance. Conducts recruitment effort for all exempt and nonexempt personnel. Manages city staffing processes to include the development and administration of valid selection processes, ensuring adherence to the city's Rules & Regulations and all other applicable employment laws and guidelines, and compliance to regulatory concerns and reporting. Manages the performance management and appraisal process, including ensuring appropriate training of managers, documentation of performance, maintenance of personnel files, reviewing submitted appraisals for compliance, and submission of necessary information to the city. Conducts orientation of new employees and the development and training of existing employees. Collects information on training needs and identifying developmental opportunities. Manages the administration of compensation and benefits, including answering questions, addressing and resolving issues with insurance carriers. Manages and processes the hiring of new employees to include compliance to regulatory concerns and reporting, ensuring compensation levels are in accordance with applicable laws and rules, and processing personnel actions. Manages the processing of all personnel actions (e.g., promotions, terminations, leaves of absence, etc.) and maintains personnel files. Manages, monitors, and tracks employee leave time usage and accruals, including obtaining and maintaining necessary documentation. Meets with city staff as needed for development of new classifications, new or additional positions. Develops and recommends new and amended specifications. Serves as an advisor for issues that arise and require dispute resolution or performance improvement actions; serves as a neutral party to resolve internal conflicts, investigate complaints, open avenues of communication, and educates management and employees about internal and external employee relations processes. Manages and coordinates programs designed to ensure the safety, welfare, and wellness and health of employees within the city, including OSHA, worker's compensation, and employee assistance related issues. Serves a liaison with the city to coordinate compliance with Rules & Regulations, processing personnel actions, resolving outstanding issues, and answer human resources questions for the city.

Distinguishing Features of the Work

An employee in this class is responsible for implementing and administering all human resource policies and procedures in accordance with the city's guidelines and objectives. Work is performed with considerable independence of action. Supervision may be exercised over subordinate professional, administrative and clerical support personnel.

Minimum Qualification Requirements

Attainment of a minimum of a bachelor's degree from a recognized college or university in personnel or public administration, business, or closely related field, preferably a master's degree and a minimum of three years' experience in public personnel administration or a combination of education and experience equivalent to these requirements.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state and local laws rules and regulations regarding employee benefits such as COBRA, USERRA, or HIPAA and other state statues concerning employee benefits
- Knowledge of many occupational categories and the qualifications required in such work
- Knowledge of the principles of a merit system
- Knowledge of departmental leave policies (e.g., annual, sick, military, suspended without pay, leave without pay, injury, etc.)
- Knowledge of office procedures and business practices
- Knowledge of human resources principles and procedures (e.g., personnel recruitment, selection, training, compensation and benefits, and personnel information systems)
- Knowledge of personnel performance standards and performance appraisal procedures
- Knowledge of applicable federal, state, local laws, policy provisions and procedures pertaining to Workman's Compensation
- Knowledge of the processes involved in designing training programs to meet instructional goals, in what format to present material to audience, and how to develop course materials to meet those needs
- Skill in managing one's own time and the time of others Skill in maintaining a positive working relationship through comfortable and appropriate interpersonal interaction
- Ability to analyze problems and recommend appropriate actions.
- Ability to make effective personal contacts with applicants, employees, and departmental officials
- Ability to understand, interpret, explain and apply human resources related policies and procedures, regulations, and benefits to employees and/or the public.
- Ability to perform complex administrative functions related to human resource management
- Ability to supervise the work of technical and clerical personnel
- Ability to establish and maintain effective working relationships with government officials, employees and the general public.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making
- Ability to operate software programs such as Word, Excel, Outlook
- Ability to keep applicant or customer information confidential
- Ability to manage and allocate one's time in order to handle multiple tasks and/or meet pressing deadlines