



Human Resources Department

Forms And Documents

HRP-03 Effective Date: 07.05.2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 161 N Section Street, Monday - Friday, from 8:00 a.m. to 5:00 p.m. or online at www.fairhopeal.gov. Applications and resumes can be mailed to City of Fairhope, ATTN: HR, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered.

Position Information

Job Title: HR Administrator/Manager Department: HR

Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From:* _____ *To:* _____

Standard Scheduled Hours: 8:00 – 5:00 Days to be Worked: M-F and as necessary

Starting Pay Rate: \$51,108-\$66,441-\$81,774 Pay Grade 26

Position Description:

The purpose of this position is to administer, manage and support the human resources function the city of Fairhope including but not limited to recruitment, employment, benefits, compensation, and employee relations.

Primary Responsibilities: This position 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.

Other Responsibilities Include: Develops and implements policies and procedures governing human resources; Reviews and interprets laws governing issues of employment, compensation, and employee leave; 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.

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.

Date of Announcement: 2/7/2018

Closing date for Applications: Until filled

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

161 N. SECTION ST. P.O. DRAWER 429
FAIRHOPE, ALABAMA, 36533