

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Human Resources	DEPARTMENT NUMBER	615
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Human Resources
PAY GRADE	13	DATE OF LAST REVIEW	December 2023

NATURE OF WORK
<p>The Director of Human Resources is a senior level management position serving under the supervision of the City Administrator, exercising independent judgment and working with minimal supervision, but seeking direction, on occasion, from the City Administrator on substantive matters related to administration of municipal policies, programs, and services. The Director serves on the executive management team and assists and advises managers regarding Human Resource issues, services, policies, and programs. The purpose of this position is to originate and lead the Human Resources practices and objectives that will provide an employee-oriented, high-performance culture emphasizing empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce incorporating a diverse, equitable, and inclusive staff.</p> <p>The Director is exposed to information of a sensitive nature on a regular basis. This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Enhances the organization’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
2.	Keeps abreast of changing state and federal laws, understanding state and federal laws, ensure the organization remains compliant. Recommends and executes strategies for compliance.
3.	Supports organization staff by establishing a recruiting, assessment, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes. Oversees the Civil Service process.
4.	Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
5.	Serves as Chief Equity Officer for the City - recommending and assisting with implementation of Diversity, Equity, and Inclusion (DEI) initiatives for Human Resource programs and policies. Ensures equity in Hiring, Compensation, etc., recommend and execute strategies.
6.	Negotiates bargaining agreements and help interpret labor contracts.
7.	Manages and administers a compensation plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions. Verifies proper completion and calculation of timesheets for all employees. Advises and assists in bi-weekly payroll processing.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
8.	Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
9.	Facilitates training and education, recommend and execute strategies. Conducts training sessions, evaluate training programs, maintain records of participation, conduct training needs analysis, deliver employee orientations, oversee Risk Management pertaining to Workers Compensation and employee trainings.
10.	Administers compensation, benefits, and performance management systems, and safety and recreation programs.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees in the HR Department. Makes hiring, termination, and disciplinary decisions in partnership with all departments.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
Bachelor's degree in business, human resources or related field AND Five (5) or more years of experience in direct supervisory or Human Resource management AND One year of experience in understanding of collective bargaining process and administration OR An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS
Valid driver's license PHR/SPHR or SHRM certification preferred

SKILL / ABILITIES REQUIREMENTS

- Verbal and Written Communication Skills including Interpersonal Skills
- Organizational skills (agility)
- Analytical and problem-solving skills
- Supervisory and Leadership skills
- Public Speaking
- Negotiation
- Time Management Skills
- Adaptability
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by KG
December 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.