



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Human Resources Director</b>	<b>JOB CODE: 1103</b>
<b>EFFECTIVE:</b>	<b>July 1, 2016</b>	<b>FLSA: Exempt</b>

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**Summary:** Under general supervision, reports to the City Manager, this classification manages and coordinates activities of the City Human Resources program, and provides advice and counsel to City management and staff.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages Human Resources functions and activities including recruitment, compensation, benefits, employee relations and regulatory compliance.
- Provides administrative management of sensitive and confidential issues; exercises initiative and considerable independent judgment in performing administrative functions.
- Assist staff with recruitment and hiring process; conducts reference and background checks; coordinates the selection process, and assures effective communications with applicants in all phases of the process.
- Conducts new hire orientations; reviews benefits plans and in-processing requirements; prepares required paperwork, and assures accuracy of documents; facilitates training on City policies and procedures; coordinates testing and other technical processing requirements.
- Researches and recommends changes to benefit package to secure the best possible product at the lowest price for employees. Facilitates Request for Proposals and contracts for benefit providers. Communicates with employees regarding the specifics of each benefit option.
- Coordinates the advice and consultation given to management and employees on complaints and dispute resolution, and the interpretation and consistent application of FMLA, ADA, FLSA and other City, state and Federal rules, regulations, policies and procedures.
- Maintains Human Resources files, forms, documentation and information in accordance with City policies and procedures as well as Federal, state and local laws and regulations; manages reporting and records management requirements for Worker's Compensation and EEOC.
- Addresses questions regarding benefits, compensation, City policy and procedures, and other personnel issues; processes personnel action forms.
- Develops and maintains confidential systems that provide for proper documentation, evaluation, and control of personnel records. Maintains Administrative Policy and Guidelines Manual and makes recommendations to the City Manager on policy and procedures changes.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Oversees the administration of the City's deferred compensation program and state retirement plans.

- Maintains personnel records and employee job evaluations; assures the absolute confidentiality of all Human Resources issues, personnel records and information.
- Assists with supervision of assigned staff; prioritizes and assigns tasks and projects.
- Researches, recommends and coordinates City wide supervisory and human resource training programs.
- Works with the hiring authority to create interviewing questions and participate in interview and selection committee as requested by departments.
- Performs the duties of Deputy City Clerk.
- Performs other duties as assigned or required.

**Knowledge and Skills:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of City, state and Federal laws, statutes, rules, ordinances, codes and regulations governing Human Resources activities and functions.
- Knowledge of the principles and practices of public sector personnel administration, employee relations, confidential records management, and effective customer service practices.
- Knowledge of principles of benefits program design and administration.
- Knowledge of Federal, state, City and county laws, statutes, and ordinances relating to public meetings and elections.
- Skill in analyzing, interpreting and applying City policies and procedures, and Federal, state and local laws and regulations pertaining to employment and employee relations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in reviewing, correcting and maintaining complex and extensive records.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.

**Minimum Qualifications:**

Bachelor's Degree in Human Resources, Public Administration, Business Administration, or closely related field; AND five (5) year's experience in Human Resources program administration including three (3) years supervisory experience; OR an equivalent combination of education and experience sufficient to perform the essential functions.

**Preferred Qualifications:**

- IPMA-CP Certified
- CPM Certified
- SHRM MEMBER

Must possess State of Arizona Driver's license.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*