CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	**PERSONNEL DIRECTOR**		
Department:	Personnel		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	HR/1
FLSA Status:	Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for the oversight and administration of all personnel systems and policies, including compliance with state and federal laws and regulations.

Job Scope:

The purpose of this position is to oversee and administer all facets of human resources and risk management activities of the city. Successful performance helps ensure compliance with city personnel policies, enhances employee morale, adequately provides risk prevention and insurance coverage, and provides better-trained employees.

Essential Duties and Responsibilities:

1. Oversees and administers all personnel systems and policies; consults routinely with managers and supervisors to provide interpretations of policies and procedures and recommends changes in personnel policies. Reviews departmental policies and recommends approval or amendment when in conflict with City policy or other regulations.

2. Maintains compliance with all local, state, and federal laws pertaining to human resources.

3. Supervises personnel department.

4. Monitors and administers city health, dental, vision and life insurance programs and claims processing; conducts investigations of claims as necessary; develops proposals and recommendations for insurance coverage.

5. Develops proposals and recommendations for insurance coverage.

6. Evaluates and recommends updates to the city's pay and benefit plans.

7. Coordinates the city's safety program.

8. Serves as the first person of contact for all discrimination claims; investigates allegations of discrimination.

9. Coordinates lawsuits with legal counsel.

10. Develops and delivers training programs.

11. Prepares and administers departmental budget.

12. Approves part-time employee action requests; administers tuition reimbursement program; coordinates and recommends hiring, wage changes, promotion, discipline, or termination of full-time employees.

13. Plans, organizes, and facilitates employee orientation.

14. Review and resolve employee related issues.

15. Prepares and monitors the Personnel Department budget.

16. Plans, organizes health and benefit fairs.

17. Meets with City Administrator on regular basis to discuss personnel and other related issues.

18. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in Human Resource Management, Public Administration, Business Administration or Law, with major course work in personnel administration, industrial/employee relations, business or employment law or related areas from an accredited college
2. Seven years progressive experience in managing employee related issues / employee relations, at least five of which must be in a supervisory role
3. Two years senior supervisory experience in Human Resource/Personnel Management or Industrial/Employee Relations
4. PHR/SPHR preferred
5. Familiarity with insurance/liability issues and risk management practices desired
6. Knowledge of municipal government practices preferred
7. Missouri driver's license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of human resources laws, policies, and regulations.
2. Knowledge of insurance coverage and basic plan designs.
3. Knowledge of the development and administration of municipal budgets.
4. Knowledge of pay and benefit plan design.

5. Knowledge of modern office practices and procedures.
6. Skill in the use of computers and various software programs.
7. Skill in the use of modern office equipment.
8. Skill in the training and supervision of personnel.
9. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. All federal, state, and local human resources laws, as well as ADA, FMLA, Workers' Compensation, EPA, Civil Rights Act of 1964, the Equal Pay Act, and FLSA regulations. .
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing division guidelines.

Complexity:

The work consists of varied management, administrative, and supervisory duties. The number of regulations to be followed and diversity of stakeholders contributes to the complexity of the position.

Principal Working Relationships:

1. Co-workers, and other city employees,
2. Personnel consultants, insurance brokers and consultants,
3. Lawyers, vendors, and members of the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Personnel Specialist.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.