

MEMORANDUM

To: Mayor and City Council

From: Nicole Stojka, Human Resources

Date: May 26, 2015

Subject: **Approval of Amendment of City Position Allocation and Compensation Chart**

ITEM DESCRIPTION

Approval to amend the City Position Allocation and Compensation Chart to create six new positions

BACKGROUND

While preparing to reissue an RFP for Municipal Government Services, the Review Committee carefully reviewed all positions currently under contract. It was determined by the Review Committee to be in the City's best interests for the City to directly employ six positions: Community Development Director, Economic Development Director, Business Retention Manager, Parks and Recreation Director, Human Resources Director, and Human Resources Generalist.

EVALUATION

Staff requested and analyzed job descriptions and salary data from comparable and competitive cities to establish pay ranges for these positions. The recommended salary ranges (minimums and maximums) are: \$85,100-\$128,000 for Community Development Director, \$85,100-\$128,000 for Economic Development Director, \$36,600-\$55,000 for Business Retention Manager (part time), \$85,100-\$128,000 for Parks and Recreation Director, \$85,100-\$128,000 for Human Resources Director, and \$44,000-\$66,000 for Human Resources Generalist.

RECOMMENDED ACTION

It is respectfully requested that Council approve Staff's recommendation to modify the current Position Allocation and Compensation Chart to include Community Development Director, Economic Development Director, Business Retention Manager, Parks and Recreation Director, Human Resources Director and Human Resources Generalist effective January 1, 2016.

PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Range	
			Minimum	Maximum
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant City Manager	1 1		Set by Council \$ 92,200	Set by Council \$ 138,700
Administrative Services City Clerk	1		\$ 67,900	\$ 102,100
Community Development Community Development Director	1		\$ 85,100	\$ 128,000
Economic Development Economic Development Director Business Retention Manager	1 0.7		\$ 85,100 \$ 36,600	\$ 128,000 \$ 55,000
Financial Services Finance Director	1		\$ 96,100	\$ 144,600
Human Resources Human Resources Director Human Resources Generalist	1 1		\$ 85,100 \$ 44,000	\$ 128,000 \$ 66,000
Municipal Court Court Clerk Deputy Municipal Court Clerk	1 3		\$ 52,300 \$ 35,000	\$ 78,700 \$ 52,600
Parks and Recreation Parks and Recreation Director	1		\$ 85,100	\$ 128,000
Public Safety Chief of Police Deputy Chief of Police Major Lieutenant Sergeant Police Officer Executive Assistant (non-sworn) Crime Analyst (non-sworn) Crime Scene Technician (non-sworn) Terminal Agency Coordinator (non-sworn) Property & Evidence Technician (non-sworn) Police Service Representative (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 2 4 9 37 1 1 1 1 1 4 1		\$ 96,100 \$ 76,500 \$ 63,000 \$ 57,000 \$ 51,000 \$ 41,300 \$ 41,300 \$ 39,000 \$ 37,500 \$ 35,000 \$ 33,000 \$ 30,000 \$ 27,200	\$ 144,600 \$ 115,000 \$ 94,500 \$ 85,500 \$ 76,500 \$ 62,100 \$ 62,100 \$ 58,500 \$ 56,400 \$ 52,600 \$ 49,600 \$ 45,100 \$ 40,800
Public Works Public Works Director	1		\$ 90,000	\$ 135,000



TITLE: Community Development Director
 DEPARTMENT: Community Development
 FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for administering, planning, directing, managing, and overseeing the functions, programs, and operations of the Community Development Department including planning, building inspection and compliance, code enforcement, and redevelopment services and activities. Responsibilities include overseeing zoning code implementation and long-term comprehensive plan activities, enforcing the municipal code, and coordinating assigned activities with other departments and outside agencies. Duties are performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes full responsibility for all Community Development Department functions, programs, and operations including planning, building inspection and compliance, code enforcement, engineering, and redevelopment activities.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the Community Development Department's work plan; assigns projects; oversees the implementation of City Council's plans for the department; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Implements and maintains the City's Comprehensive Plan.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Supervises and coordinates the development review process for all private and public development activities in the City; reviews plans and resolves sensitive, controversial and complex issues; solves problems with developers, property owners, the public, architects, engineers, planners, and Planning Commission.
- Provides staff assistance to the City Manager; responds to inquiries; resolves major issues and problems; provides status on pending projects; prepares and presents staff reports and other necessary correspondence.
- Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with other departments, developers, and outside agencies and organizations; meets with developers on submitted or proposed projects.



- Prepares and reviews complex documents including development agreements and contracts; testifies in court as an expert witness for the City on development, land use, and transportation matters.
- Attends and makes presentations at City Council meetings and other City-related meetings, as required.
- Serves as staff to the Planning Commission, Design Review Advisory Committee, Zoning Board of Appeals, and other advisory commissions and boards as assigned.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of community development.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

Attends conferences, seminars and workshops related to the Community Development Director's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree from an accredited college or university in Planning, Public Administration or a related field is required. Master's degree preferred.
- b) Ten (10) years of increasingly responsible experience in municipal or regional planning, zoning, or community development, including three years of management and administrative responsibility.
- c) An equivalent combination of education and experience may be acceptable.
- d) Must possess and maintain professional certification with the American Institute of Certified Planners (AICP) or must obtain certification within one year of employment.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of standard policies, procedures, programs and services in municipal government.
- b) Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- c) Knowledge of operations, services, and activities of a comprehensive community development program.
- d) Knowledge of city and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services and activities.
- e) Knowledge of principles and practices of building inspection, plan review, code enforcement, architecture, engineering, planning, community development, and redevelopment.



- f) Knowledge of current social, political, and environmental issues influencing community development programs.
- g) Knowledge of management concepts and principles.
- h) Knowledge of basic governmental budget procedures.
- i) Knowledge of real estate economics and real estate acquisition and development.
- j) Knowledge of short-term and long-term economic trends in local, county, state, and national economy.
- k) Knowledge of business English and math.
- l) Knowledge of modern office practices, equipment, methods and procedures.
- m) Knowledge of personal computers and computer software applications.
- n) Skills associated with planning and organizing information.
- o) Skill in managing competing priorities on multiple projects.
- p) Ability to understand and carry out complex verbal and written instructions.
- q) Ability to communicate clearly and effectively, verbally and in writing.
- r) Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- s) Ability to prepare clear, concise and accurate documents.
- t) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- u) Ability to deal tactfully and courteously with employees and the general public.
- v) Ability to exercise independent judgment.
- w) Ability to manage stressful situations.

SPECIAL REQUIREMENTS:

- a) Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints; must be able to maintain confidentiality.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 15 pounds.

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- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.



TITLE: Economic Development Director

DEPARTMENT: Economic Development

FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for directing the City's economic development activities. Responsibilities include technical, marketing and administrative tasks to promote redevelopment, attract new businesses, retain existing businesses, and maintain a favorable economic and business development climate within the City. Duties are performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and supervises all department activities, including marketing, overall communication, branding, advertising, events, area specific redevelopment plans, business recruitment, and business retention. Develops and prioritizes short- and long-term plans for the department.
- Provides advice to the City Manager on economic development matters.
- Responsible for creating the City's strategic economic development plan.
- Directs business recruitment and retention activities; engages developers and investors as a function of new business development and expansion; serves as liaison to the Chamber of Commerce on business recruitment activities; participates in various related groups and committees.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Serves as liaison between the City and the Development Authority, the Urban Redevelopment Agency, and other assigned boards.
- Prepares annual budget recommendations for the Economic Development Department.
- Initiates the development of marketing materials, brochures and programs; works with creative teams to develop advertising and other public relations materials.
- Establishes and maintains relationships with outside organizations; maintains relationships with State economic development organizations; represents the City to local groups; represents the City at public gatherings and special events.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May have responsibility for special events or meetings.
- Attends seminars and workshops related to the Economic Development Director's duties and responsibilities.



MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in Public Administration, Business Administration or a related field from an accredited college or university. Master of Public Administration degree preferred.
- b) Seven (7) years of professional experience in economic development and/or progressively responsible experience in municipal government administration.
- c) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of standard policies, procedures, programs and services in municipal government.
- b) Knowledge of state laws, practices and procedures relating to municipal government.
- c) Knowledge of municipal organizational and departmental functions, staffing and operating procedures.
- d) Knowledge of economic development principles.
- e) Knowledge of real estate principles and practices, zoning, land use, and availability of vacant property and buildings in the local market.
- f) Knowledge of marketing and public relations principles.
- g) Knowledge of management concepts and principles.
- h) Knowledge of basic governmental budget procedures.
- i) Knowledge of the City's zoning ordinances and land use plans and development regulations concerning land use.
- j) Knowledge of business English and math.
- k) Knowledge of modern office practices, equipment, methods and procedures.
- l) Knowledge of personal computers and computer software applications.
- m) Skills associated with planning and organizing information.
- n) Skill in developing and implementing an economic development strategy for the City.
- o) Skill in managing competing priorities on multiple projects.
- p) Ability to understand and carry out complex verbal and written instructions.
- q) Ability to communicate clearly and effectively, verbally and in writing.
- r) Ability to conduct special projects and analyze and interpret findings.
- s) Ability to prepare clear, concise and accurate documents.
- t) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- u) Ability to deal tactfully and courteously with employees and the general public.
- v) Ability to exercise independent judgment.
- w) Ability to manage stressful situations.



SPECIAL REQUIREMENTS:

- a) Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints; must be able to maintain confidentiality.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.



TITLE: Business Retention Manager
 DEPARTMENT: Economic Development
 FLSA STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for managing the City's business retention and expansion activities. Responsibilities include technical, marketing and administrative tasks to promote retention of existing businesses and to maintain a favorable economic and business development climate within the City. Duties are performed under the general supervision of the Economic Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages all retention activities, including marketing, communication, and scheduling appointments with 100+ businesses per year. Develops and prioritizes short- and long-term plans for the business retention function.
- Understands Dunwoody's economic development strategy and long-term vision.
- Develops a strong working knowledge of Dunwoody and the Perimeter Center business environment.
- Documents and tracks information and action that result from visits with existing companies.
- Assists with expediting the permit process within the City of Dunwoody and DeKalb County.
- Provides support to partner organizations in an effort to achieve Dunwoody's economic development goals.
- Develops and maintains close working relationships with the property management community in Dunwoody.
- Establishes and maintains relationships with outside organizations; represents the City to local groups; represents the City at public gatherings and special events.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May have responsibility for special events or meetings.
- Attends seminars and workshops related to the Business Retention Manager's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in Public Administration, Business Administration, Marketing or a related field from an accredited college or university.
- b) Three (3) years of professional experience in economic development and/or sales and marketing.
- c) An equivalent combination of education and experience may be acceptable.



Necessary Knowledge, Skills, and Abilities

- a) Knowledge of economic development principles.
- b) Knowledge of marketing and public relations principles.
- c) Knowledge of management concepts and principles.
- d) Knowledge of business English and math.
- e) Knowledge of modern office practices, equipment, methods and procedures.
- f) Knowledge of personal computers and computer software applications.
- g) Skills associated with planning and organizing information.
- h) Skill in developing and implementing an economic development strategy for the City.
- i) Skill in managing competing priorities on multiple projects.
- j) Ability to understand and carry out complex verbal and written instructions.
- k) Ability to communicate clearly and effectively, verbally and in writing.
- l) Ability to conduct special projects and analyze and interpret findings.
- m) Ability to prepare clear, concise and accurate documents.
- n) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- o) Ability to deal tactfully and courteously with employees and the general public.
- p) Ability to exercise independent judgment.
- q) Ability to manage stressful situations.

SPECIAL REQUIREMENTS:

- a) Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints; must be able to maintain confidentiality.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.



TITLE: Parks and Recreation Director
 DEPARTMENT: Parks and Recreation
 FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for performing professional administrative and supervisory work to direct the programs, services, staff and resources of the Parks and Recreation Department. Work involves managing the daily operations of the Department with primary responsibility to support the priorities of the Mayor and City Council, providing for quality services that meet the needs and interests of the community. Duties are performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops comprehensive/master plans for parks; establishes and maintains partnerships and effective working relationships with other departments, agencies, community groups, and professional organizations; and collaborates with parties to maximize resources.
- Performs short- and long-range department planning; develops and implements department operational policies and procedures; ensures that operations support the master plan and comply with established policies, procedures, and related regulations.
- Advises the City Manager on policies and issues relating to parks.
- Supervises, directs and evaluates assigned staff, addressing staff concerns and problems, and directing work.
- Prepares and administers the departmental operating and capital improvement budget and adjusts priorities as needed with input from the appropriate governing authorities; identifies needs and obtains and allocates resources for the Department; develops alternative funding proposals; issues and obtains necessary equipment, materials and supplies and ensures their proper inventory, record keeping, repair and maintenance.
- Visits park sites for project status review or equipment evaluation.
- Directs the construction, management and maintenance of the Department's physical resources including parks, buildings, and other recreational facilities; establishes priorities, policies, and procedures to ensure an acceptable level of maintenance and repair; oversees the Department's capital improvement projects; assists with design for facilities; recommends the selection of consulting firms and negotiates and administers contracts with consultants, engineers, architects, or other service providers.
- Ensures programs and services provide for the safety and well-being of employees, program participants, and the general public visiting parks; meets with the City Attorney to discuss exposures and Department-related legal issues.
- Visits and coordinates assistance at special functions and events.
- Greets and meets with the general public; provides information; responds to and resolves citizen inquiries and complaints.
- Meets with City administration, prospective contractors, and professional service providers.
- Meets with various citizen groups as the need arises, giving formal and informal presentations regarding the City's Parks and Recreation Department.
- Directs the establishment and management of Department records, files and databases; maintains the official records of the Department.
- Supervises community service labor.



- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

Attends seminars and workshops related to the Parks and Recreation Director's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree from an accredited college or university in Parks Administration, Recreation Management or a related field is required.
- b) Seven (7) years of increasingly responsible experience in supervising, planning and coordinating community parks programs, including three years of management and administrative responsibility.
- c) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of standard policies, procedures, programs and services in municipal government.
- b) Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- c) Knowledge of operations, services, and activities of a comprehensive parks program.
- d) Knowledge of the methods and procedures used in developing and administering parks master planning.
- e) Knowledge of the methods, materials, and equipment used in grounds maintenance.
- f) Knowledge of the geography, road network, public buildings, and emergency facilities of the City.
- g) Knowledge of management concepts and principles.
- h) Knowledge of basic governmental budget procedures.
- i) Knowledge of business English and math.
- j) Knowledge of modern office practices, equipment, methods and procedures.
- k) Knowledge of personal computers and computer software applications.
- l) Skills associated with planning and organizing information.
- m) Skill in managing competing priorities on multiple projects.
- n) Ability to understand and carry out complex verbal and written instructions.
- o) Ability to communicate clearly and effectively, verbally and in writing.
- p) Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- q) Ability to prepare clear, concise and accurate documents.
- r) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- s) Ability to deal tactfully and courteously with employees and the general public.
- t) Ability to exercise independent judgment.
- u) Ability to manage stressful situations.



SPECIAL REQUIREMENTS:

- a) Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to stand, walk and sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stoop, climb, crawl, crouch, kneel, or balance.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee's time is split between an office setting and field work. Tasks may involve extended periods of time at a keyboard or workstation. The employee frequently works in outdoor environments and is subject to inclement weather conditions. The employee is occasionally exposed to wet and/or humid conditions; airborne particles; machinery with moving parts; irritating chemicals; and dirt or grease.
- The employee must travel to different sites and locations and attend evening meetings.
- The noise level in the work environment may be moderate to loud.



TITLE: Human Resources Director
 DEPARTMENT: Human Resources
 FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for directing the City's Human Resources Department. Responsibilities include overall direction of the human resources function, recruitment, employee relations, employee training, performance management, organization development, benefits administration, compensation administration, policy administration, and leave administration. Work is performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and implements City Human Resources programs; researches and recommends strategies for recruiting, compensating, and providing benefits consistent with a professional municipal government
- Reviews and recommends action plans for compliance with all applicable federal and state laws and regulations; communicates with and trains Human Resources staff and other departmental management on compliance with employment regulations and common human resource practices
- Assists the City Manager in the design and management of a City-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management
- Assists the City Manager in identifying and monitoring the organization's culture to support the attainment of the City's goals and to promote employee satisfaction
- Develops and communicates City human resources policies and procedures, including the Employee Handbook
- Administers the City's benefit program and retirement plans; obtains competitive, cost-effective employee benefits; monitors national benefits environment for options and cost savings
- Oversees studies impacting City salaries and benefits; administers the City's compensation plan
- Performs job analysis for new and revised positions and prepares detailed job descriptions
- Directs the processing of all claims for short- and long-term disability and workers' compensation
- Oversees the administration of all leave requests, including FMLA and military leave
- Administers the City's performance appraisal system
- Resolves and recommends solutions to employee relations issues
- Monitors the implementation of a performance improvement process with low-performing employees
- Hears, investigates, and settles employee grievances in accordance with the Employee Handbook
- Assesses and identifies major City training needs for employees and management at all levels
- Manages the Human Resources Department to achieve goals using available resources; plans and organizes workload and assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed



- Serves as primary administrator of the City’s Human Resources Information System (HRIS); maintains Employee Self Service modules; coordinates with HRIS vendor to develop or enhance system
- Prepares annual budget recommendations for the Human Resources Department
- Maintains Human Resources records
- Performs other duties as requested, directed or assigned
- Regular attendance and punctuality are essential requirements of the job

ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- Manages confidential information as required
- Attends seminars and workshops related to the Human Resources Director’s duties and responsibilities

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor’s degree in Human Resources, Business Administration or a related field from an accredited college or university. Master’s degree preferred.
- b) Seven (7) years of progressively responsible management experience in human resources, preferably in a local government environment.
- c) An equivalent combination of education and experience may be acceptable

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of current federal and state employment laws and ability to interpret such laws
- b) Knowledge of HR principles and practices
- c) Knowledge of ADP HRB preferred
- d) Knowledge of business English and math
- e) Knowledge of modern office practices, equipment, methods and procedures
- f) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, business and community leaders
- g) Skill in managing competing priorities on multiple projects and meeting deadlines
- h) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, telephones and label makers
- i) Ability to apply HR principles and practices to the maintenance and analysis of human resources records
- j) Ability to think critically, exercise judgment, and analyze data for the purpose of independent, effective decision making
- k) Ability to communicate clearly and effectively, verbally and in writing
- l) Ability to understand and carry out complex verbal and written instructions
- m) Ability to deal tactfully, diplomatically, and courteously with employees and the general public



- n) Ability to maintain strict confidentiality
- o) Ability to research and analyze detailed information, records and statistical data
- p) Ability to use a personal computer and computer software applications in a Microsoft Windows environment
- q) Ability to prepare clear, concise and accurate documents
- r) Ability to manage stressful situations

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.



TITLE: Human Resources Generalist
 DEPARTMENT: Human Resources
 FLSA STATUS: Exempt

JOB SUMMARY:

This position assists the Human Resources Department in the performance of a variety of Human Resources functions. Work involves administering daily activities of the Human Resources Department, including but not limited to HRIS management, leave administration, benefits administration, workers' compensation, recruiting, compensation administration, and related Human Resources functions. Work is performed under the general supervision of the Human Resources Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with recruiting, including posting jobs, processing applications, responding to candidate phone calls and emails, scheduling interviews, and conducting background checks
- Manages complete New Hire Orientation process, including adding new hire in HRIS and managing benefits enrollments
- Assists in administering employee benefits programs, including assisting employees with forms, researching information, answering questions, resolving problems, updating benefits data in HRIS, and assisting in all facets of annual Open Enrollment
- Serves as the initial point of contact for workers' compensation and prepares and processes workers' compensation claims
- Assists with administration of FMLA, military leave, and short-term disability
- Assists with conducting the City's annual salary survey and participating in surveys from other organizations
- Coordinates the City's Drug-Free Workplace program
- Chairs the City's Wellness Committee, coordinates wellness events, and manages wellness communications
- Serves as secondary system administrator of the City's Human Resources Information System (HRIS) and processes employee data changes
- Maintains Human Resources records
- Coordinates employee events, meetings, training, and special events
- Performs a variety of administrative support functions, including filing, updating records, assisting applicants and employees, answering phones, and greeting visitors
- Performs other duties as requested, directed or assigned
- Regular attendance and punctuality are essential requirements of the job

ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- Processes confidential information as required
- Attends seminars and workshops related to the Human Resources Generalist's duties and responsibilities



MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in Human Resources, Business Administration or a related field from an accredited college or university
- b) Four (4) years of HR generalist experience required. Municipal experience preferred.
- c) An equivalent combination of education and experience may be acceptable

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of current federal and state employment laws and ability to interpret such laws
- b) Knowledge of HR principles and practices
- c) Knowledge of ADP HRB preferred
- d) Knowledge of business English and math
- e) Knowledge of modern office practices, equipment, methods and procedures
- f) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, business and community leaders
- g) Skill in managing competing priorities on multiple projects and meeting deadlines
- h) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, telephones and label makers
- i) Ability to apply HR principles and practices to the maintenance and analysis of human resources records
- j) Ability to think critically, exercise judgment, and analyze data for the purpose of independent, effective decision making
- k) Ability to communicate clearly and effectively, verbally and in writing
- l) Ability to understand and carry out complex verbal and written instructions
- m) Ability to deal tactfully, diplomatically, and courteously with employees and the general public
- n) Ability to maintain strict confidentiality
- o) Ability to research and analyze detailed information, records and statistical data
- p) Ability to use a personal computer and computer software applications in a Microsoft Windows environment
- q) Ability to prepare clear, concise and accurate documents
- r) Ability to manage stressful situations

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.



- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.