

City of Alexandria

Position Description

Human Resources Director

Department:	Administration
Grade/Points Classification:	14/560
Reports to:	City Administrator
FLSA Status:	Exempt

OBJECTIVE

This position is responsible for the implementation and coordination of the City's human resources programming and functions. This position is a member of the City's collaborative leadership team.

SUPERVISION RECEIVED & EXERCISED

- Works under the administrative direction of the City Administrator
- Exercises indirect supervision to Administrative Assistants and provides direction to assigned work teams

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

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

- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background investigations
- Develops and oversees City-wide performance evaluation system and reviews completed evaluations to identify concerns and provides input to the department heads and City Administrator
- Coordinates training, performance evaluations and grievance procedures including policy development, organizational development and classification and compensation programming
- Provides organizational development and succession planning advice and recommendations, assists with change management
- Serves as internal contact for supervisors, provides advice and coaching to employees and department heads and other staff members by providing technical assistance and advice in personnel and labor relations matters and consistent interpretation and application of policies
- Acts as a mediator for internal conflicts between employees or between employees and supervisors
- Assists the City Administrator in labor negotiations/agreements and interpreting and administering the contracts, conducts research, identifies concerns and develops proposals and responses
- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability
- Oversees the development, updating and enforcement of personnel policies and ensures any changes are disseminated to all affected employees and provides training on policies as needed
- Oversees employee leaves of absences (FMLA, Parenting Leave, Military Leave, etc.) and advises employees on eligibility for continued benefits during the leaves and administers COBRA
- Oversees the worker's compensation program including investigating and processing claims, reviewing claims for trends and identifies actions to reduce the number and severity of injuries

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- Oversees and manages the grievance and discipline process and advises management staff on these and other performance management issues and concerns
- Serves as staff liaison to the Personnel Committee, ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPAA Privacy Officer for health plans
- Administers the City's drug and alcohol testing programs, works with outside providers for random selection generation, independent collection and testing for compliance with applicable laws and regulations
- Develops salary and benefit projections for the upcoming year as part of the budget process and reviews department requests for additional employees to determine appropriate classification
- Manages the insurance enrollment, renewal and change processes
- Determines FLSA status for all positions and assists in ensuring compliance with federal and state laws
- Establishes and maintains all permanent personnel files and approves all items entered and removed from the files
- Prepares and administers the Human Resource budget
- Coordinates the City employee safety programming and assists in ensuring compliance with relevant laws, rules and regulations
- Administers the City's employee benefit program, works with outside insurance agents plan administrators to ensure contractual requirements are met and employee concerns are resolved
- Coordinates and directs employee wellness programs

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Extensive knowledge and experience in the principles and techniques of human resources
- Strong leadership skills, evidenced by successfully building and motivating teams, and by effectively working as a partner with a leadership team
- Demonstrated success working with people at all levels in the organization, with a commitment to working on cross-functional teams
- A disposition and approach to relationships and work which is open, honest trustworthy and fair
- Able to manage information with discretion and in a confidential and professional manner
- Ability to attend meetings outside of regular business hours
- Ability to manage complex projects, handle multiple tasks and meet deadlines
- Professional written, verbal and interpersonal skills
- Strong organizational and time management skills and attention to detail
- Strong work ethic and time commitment to organizational success
- Self-directed individual with initiative and flexibility

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources or a closely related field
- Eight (8) or more years of experience in highly responsible and varied human resources management, labor relations, and development related experience which includes supervising employees, planning organizational strategies, and leading human resource functions or any combination of education and experience to demonstrate the knowledge, skills, and abilities to perform the duties identified above
- Must pass background investigation
- Valid Driver's License

PREFERRED QUALIFICATIONS

- Master's Degree in Human Resources or closely related field
- SHRM SCP certification or HRCI-SPHR certification

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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The physical demands listed on the attached physical activity requirements and work environment sheet are representative of those that must be met by an employee to perform the essential functions of this job successfully.

EMPLOYMENT POLICY

The City of Alexandria is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry or any other characteristic protected by law.