South Jordan City

Job Description

Title:	**Human Resources Director**	**Effective Date:**	**1/1/17**
Org Code:	**100330**	**FLSA:**	**Exempt/Executive**
Pay Grade:	**28**	**Workers Comp:**	**Clerical**

This is an "at-will" position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City's vision and mission. Manage the day to day operations of the Human Resources Division in accordance with the City Manager's direction and Service Values.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Human Resources Analyst
Human Resource Generalist
Payroll Coordinator

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Administer assigned division and all division activities effectively.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the division and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain division- goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Oversee all services and mechanisms provided by the Human Resources Division related to compensation, classification, recruitment, benefits administration, performance evaluation, training, succession planning and other applicable human resource services.
Conduct performance evaluations of division employees in accordance with the human resources policies and procedures of the city.

Investigate complaints of harassment, discrimination, and other employment related issues and provide findings and recommendations to the Department Director.

Ensure compliance with applicable equal employment laws, ADA, FMLA, FLSA, etc. and remain current with employment laws or changes.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce

insurance premiums; conduct affairs of the division to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year. Serve as a member or staff to the City Council's Compensation Committee.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Ensure timely communication with management team, division staff, other departments, and employees at large. Consult and provide support to City departments in managing employee relations issues.

Conduct research and provide recommendation of employee classification and compensation plans.

Coordinate the development and implementation of employee benefits.

Oversee general human resources studies, audits, annual reports, and projects within the Human Resources Division as needed. Such studies, projects, or reports may include but are not limited to policy review and development, employee retention, database utilization, EEOP plan, EEO-4 report, and salary surveys.

Submit reports as required detailing activities of the department.

Fulfill responsibility as designated American with Disability Act (ADA) Coordinator for employment purposes.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Bachelors Degree from a regionally accredited college or university with major course work in in human resource management, business, finance, public administration or related area;
   AND
   B. Four (4) years of professional experience working in human resources, preferably in the public sector, with at least two (2) years of managerial experience;

2. Special Qualifications:

   Valid Utah Class D Driver's License
   PHR, SPHR, SHRM –CP, or SHRM-SCP Certification preferred

   Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

   Knowledge of public sector laws and regulations.

   Knowledge of human resource management principals, methods, and techniques, and ability to apply these in a quality orientated environment.

   Knowledge of public sector human resource management laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	**Clerical Exempt**	**EEO-4 Class:**	**Official/Admin.**
Location:	**Human Resources**	**EEOP Class:**	**Official/Admin**
Group/BU:	**General Pay Plan**	**Tech-Net Match:**	**195**