

POSITION DESCRIPTION

Class Title: Human Resources Manager
(Job Class Code: 0127)
Department: Human Resources Office

Effective Date: 02/04/15
Pay Grade: 15
FLSA Status: E

GENERAL PURPOSE

Serves as principal assistant to the Director of Civil Service. Position is responsible for conducting the daily operations associated with the employment process, retirement and the management of employee data and records.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Civil Service

SUPERVISION EXERCISED

Supervises the Human Resource Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES

RECRUITMENT:

1. Develop and implement appropriate recruitment strategies in helping department directors fill their staffing requirements. Ensure such programs comply with Federal, State, Municipal regulations, and Civil Service Rules.
2. Partner with hiring managers to understand their staffing needs and business requirements and guide them through the hiring process. Maintains good working relationships at all levels of the organization.
3. Receive and process job requisitions for posting.
4. Oversees the testing process for applicants to ensure that testing requirements are met and testing procedures are properly followed on the Municipal side.
5. Administers Police New Hire and Police Promotional testing to qualified applicants.
6. Performs a full range of recruiting responsibilities for all classified positions including review of position descriptions, pre-screening applicants, determining applicant eligibility for open positions, reference checking, and maintaining eligibility listings.
7. Perform searches for qualified job candidates, using sources such as computer databases, networking, job fairs and employee referrals.
8. Select qualified applicants to refer to Department Directors, making hiring recommendations when appropriate
9. Ensures that all post-offer employment screening is conducted on candidates for hire

HRIS:

10. Maintains log of employment requests; tracks all employment actions through computer, providing status reports as requested.
11. Maintains Civil Service I webpage to ensure it is up to date with current rules, policies, test scores and job openings.
12. Reviews and analyzes HRIS systems capabilities and makes recommendations for upgrades to Civil Service Director.
13. Initiates all paperwork necessary to hire candidates and activate payroll status.
14. Maintains Human Resources database, personnel records, employee medical files, and office files.
15. Composes, types and edits a variety of correspondence, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
16. Responds to inquiries from employees regarding policies, rules as well as assists employees with information regarding retirement plans.

RETIREMENT AND OTHER PAY RELATED BENEFITS

17. Maintains Municipal Employee Retirement Systems, Municipal Police Employee's Retirement Systems, Police State Supplemental Pay, Deferred Compensation and LASERS retirement records.
18. Supervises Human Resources Assistant in the performance of all employment related duties.
19. Conducts new hire onboarding and exit processing for all employees entering or exiting the City of Slidell.
20. Prepares and maintains the Employer Information Report EEO-1 report that must be reported to the U.S. Equal Employment Opportunity Commission.
21. Assists CS Director in studies, performs research, and compiles data for the compensation survey as well as help with maintaining City department organizational charts.
22. Maintain and provide regular recruitment status reports on all open positions.
23. Assists Director in completing various administrative tasks and supervises day-to-day operations of department in Director's absence.
24. May attend meetings at the Director's request.
25. Assists with any other job related duties as assigned.

Education and Experience:

1. Graduation from a high school or GED equivalent; and
2. Five (5) years progressive experience working in a Human Resources department: an Associate's Degree or higher education degree in Management or Human Resources may be substituted for experience.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of computers and word processing; working knowledge of modern office practices and procedures.
2. Excellent business writing skills, excellent public relations skills, and skill in the operation of listed tools and equipment.
3. ; ability to establish successful working relationships; ability to execute internet research using search engine; ability to handle sensitive information with a high level of confidentiality; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to multi-task; ability to appropriately handle stressful situations and/or emergency calls with professionalism and a calm demeanor; ability to work under pressure and/or with frequent interruptions; ability to work without direct supervision; must have reasoning abilities.
4. HR Certification through HRCI, SHRM or IPMA preferred.

SPECIAL REQUIREMENTS

May be required to adjust hours to address problems as necessary.

TOOLS AND EQUIPMENT USED

Phone switchboard; personal computer including word processing, spreadsheet, graphics, compensation and database software; copy machine; fax machine; and calculator.

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 and talk or listen, stand, and bend/stoop. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations 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.

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

Approval:  Approval: _____
Civil Service Director Department Director