



City of Grimes Job Description

A. Position Title	Location
Human Resources Director	City Hall

B. Job Specifications		
<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From: Click here to enter text.
Department:	Department 80, Administration	To: Click here to enter text.
Reports to:	City Administrator	Bargaining Unit: N/A
Post Offer Testing:	Click here to enter text.	FLSA: Exempt
Civil Service:	N/A	Hourly/Monthly Pay: Click here to enter text.

C. Job Description Summary
Under the general direction of the City Administrator, manages the City's human resources programs, policies and procedures ensuring compliance with all applicable laws and regulations. Coordinates and administers recruitment and selection, safety and wellness, employee/labor relations, compensation and benefits, insurance, training and development.

D. Routine Job Duties/Responsibilities
<i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Assists in developing and/or implementing the City's Human Resources programs, policies, and procedures ensuring they are administered consistently and fairly.
Provides information to all levels of employees regarding the Drug Free Workplace Act, FLSA, Sexual Harassment, ADA, FMLA, OSHA, Affirmative Action, and certain portions of the Iowa Code; interprets legislation and provides input to management team regarding pending legislation related to employment.
Coordinates and administers all activities related to staffing, including recruiting, test development and/or selection, test administration, interviewing, and post offer conditions.
Coordinates and administers the City's compensation program, to include: oversight of total compensation & payroll process, creating/updating position descriptions, providing guidance for the job evaluation process; administer the job appeals process; conducting, completing and monitoring salary surveys; and, assisting with the performance management system.
Assists in the development and execution of training programs for City employees. This includes, but is not limited to: new hire orientation, various management/supervisory/employee training programs, and compliance programs (OSHA, EEO, etc.)
Advises and counsels directors, supervisors, and employees on employee relations and labor relations issues and recommends solutions to such issues. Serves as a member of the City's union negotiation team.
Conducts formal investigations of grievances, complaints, harassment, abuse and discrimination claims from staff and recommends appropriate action.
Administers benefits program including insurance, workers compensation, and awards programs.

Assists with administering the Safety and Wellness programs, coordinating efforts with the employee committees and consultants.
Assures that all work performed in the department meets the City's standards for customer service, accuracy, quality, and efficiency.
Assures that the City's mission, goals and objectives are fully supported and initiated.
Performs related work as required

E. Periodic Job Duties/Responsibilities

Attends and participates in such community and regional meetings as may be identified in furthering the City's employment and service objectives.

F. Qualifications

Education/Experience:	Bachelor's Degree in Human Resources, Public Administration, Business, Sociology, Psychology or other related discipline. Five years of related work experience.
Skills:	Ability to process confidential information in a sensitive manner. Ability to take initiative and work efficiently with little direct supervision. Must have excellent oral, written and interpersonal communication skills and possess sound judgment and decision making ability.
Knowledge	Must have thorough knowledge of current human resource practices and employment law/regulations. Must have knowledge of payroll & benefit practices and procedures. Must have proficiency with computer hardware and software. Must have general knowledge of office equipment.
Licenses/Certifications:	Professional in Human Resources (PHR/SHRM-CP) or Senior Professional in Human Resources (SPHR/SHRM-SCP) certifications preferred.
Other:	Click here to enter text.

G. Working Conditions

Lifting Requirements: <i>(Refer to Glossary of Terms)</i>	Sedentary/light work. Exerts up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
Physical Requirements: <i>(Refer to Glossary of Terms)</i>	Work is performed primarily in office setting with periodic off-site visits. Sufficient clarity of speech, hearing, vision and other communications capabilities, with or without reasonable accommodation which enables the individual to communicate effectively. Must also possess manual dexterity, with or without reasonable accommodation, to operate a personal computer and related equipment
Safety Hazards: <i>(Refer to Glossary of Terms)</i>	N/A

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: