

JOB DESCRIPTION
CITY OF FARMINGTON

JOB TITLE: HUMAN RESOURCES DIRECTOR

PAY CLASS: EXECUTIVE

DEPARTMENT/DIVISION: Human Resources/Personnel

LATEST REVIEW DATE: 1/2008 PERSONNEL REVIEW: J. Wadsworth-Begay

PREPARED BY: D. Brooks

JOB DUTIES

ESSENTIAL FUNCTIONS:

Works under the broad general direction of the City Manager.

Employees in this position are considered confidential.

Maintaining the utmost confidentiality in dealing with employee records and business information.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Plans, organizes and directs the activities and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee benefits, environmental, health and safety, organizational development and training, payroll, labor relations, affirmative action, and risk management. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues.

Manages the development and implementation of Human Resources department, goals, objectives, policies and priorities for each function.

Plans, organizes, directs, coordinates the Human Resources Department's work plan; assigns projects and programmatic responsibilities; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.

Responsible for conducting wage surveys within labor markets to determine competitive wage rates. Analyzes wage and salary reports and data to determine competitive compensation plan.

Responsible for records of personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Explains Human Resources department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

Human Resources Director Job Description

Prepares written Affirmative Action Plan; keeps records of hired employee characteristics for governmental reporting purposes.

Represents management in negotiating collective bargaining agreements, mediation, and arbitration proceedings. Drafts proposed contract language; assembles negotiated contracts. Assists in resolving labor disputes and grievances.

Oversees and directs the development and administration of the Human Resources Department annual budget.

Oversees employee benefit program responsibilities by directing the administration of the group health insurance and life insurance plans, flexible spending and dependent care programs, 457 plans, COBRA, HIPPA, and FMLA. Analyzes existing benefit policies of organization and prevailing practices among similar organizations to establish competitive benefits programs. Plans modification of existing benefits programs. Recommends benefit plan changes to management. Notifies employees of changes in benefits programs.

Directs and manages activities associated with partially self-funded group health program, including contract negotiation and administration of third party administrator (TPA) contract, stop loss insurance, and prescription benefit manager (PBM); projects costs for employee and employer contributions; projects revenue and expenses.

Serves as HIPPA privacy officer and ADA coordinator.

Administers the City's self-insured workers' compensation program.

Working with other department directors, determines and recommends which City assets require purchased insurance coverage and which are appropriate for self-insurance risk.

Negotiates with insurance companies, brokers, or agencies with respect to premiums, terms and conditions, renewals and modifications of insurance contracts. Procures property and liability insurance, as required, in order to preserve the assets of the City; provides technical assistance in evaluating proposed insurance contracts.

Reviews bid proposals and contracts for risk management provisions, loss control and loss prevention programs.

Maintains close working relationships with the City Attorney's office on legal issues, contracts and judicial pronouncements relative to risk management.

Management of employment litigation pending against the City, including hiring outside attorneys, evaluating claims and negotiating settlements. Conducts internal investigations and resolves disputes; responds to EEOC charges. Advises City staff and elected officials in

Human Resources Director Job Description

handling of claims. Attends or provides for representation of organization at personnel related hearings and investigations.

Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL FUNCTIONS:

May sit on boards or committees to represent the City=s interests.

May be required to travel for training purposes.

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.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Bachelor's degree from an accredited college or university in public, personnel or business administration, or related field, and five years experience in all phases of public or private sector personnel administration including three years of progressively responsible supervisory experience. Certification as a Senior Professional in Human Resources (SPHR) highly desirable. Masters Degree preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

Ability to be licensed by the State of New Mexico as a firm adjuster.

Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, and training.

Human Resources Director Job Description

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a personnel system.

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Extensive background checks required.

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 hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 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 noise level in the work environment is usually moderately quiet.