

## CITY OF ACWORTH, GEORGIA JOB DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR, HUMAN RESOURCES

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee the administration of City-wide human resources, and to plan, develop, and maintain human resource operations.

### REPORTS TO

This position is a Department Head Position and reports to the City Manager. Position has an employment contract and is an at will employee.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees the administration of City-wide human resources; manages City-wide personnel, policies, and procedures; advises departmental supervisors and City administrators regarding human resource practices and issues; prepares, recommends and enforces personnel policies and ordinance; drafts and/or revises personnel policies and procedures, and ordinance as needed or requested; conducts internal investigations; resolves and recommends solutions to sensitive human resources issues; serves as advisor to all parties involved in employee grievances or appeals.

Ensures compliance with all personnel laws and ordinances; reads, assimilates and disseminates information on changes in laws and regulations; analyzes impact of changes on City policies and procedures; creates or recommends compliance processes or procedures; responds to internal and external requests for information regarding local, state and federal personnel laws and ordinances. Develops and maintains HRIS (Human Resources Information SOP) and other employee record systems to meet operating, legal and compliance standards.

Maintains or develops and implements guidelines for personnel transactions, such as hires, promotions, transfers, performance reviews and terminations.; recruits personnel; prepares and publishes advertisements for available jobs; prepares, analyzes and revises job descriptions (with collaboration from department heads); conducts screenings, interviews, background and reference checks; schedules physicals and drug screenings assists department heads in making recommendations for hiring and firing; maintains related documentation.

Administers City benefits plans, programs and contracts; evaluates benefit program usage and premium costs, terms, renewals and modification of contracts; develops recommendations and

requests for proposal for new benefits plans; negotiates new plan contracts and coordinates implementation and administration of such; oversees and directs annual benefits meetings, enrollments; notifies employees of benefit program changes.

Implements and annually updates compensation program; conducts annual salary survey and assists in development of salary budget; analyzes compensation trends; monitors performance evaluation program and revises as necessary; enters salary changes in department systems and databases; assists with payroll and related end-of-year reporting.

Administers City worker's compensation programs, contracts and reporting; assists injured employees and care providers through service and payment process; calculates billing; notifies employees of plan changes and processes; serves as City Americans with Disabilities Act Coordinator for applicants and employees. Coordinates/facilitates entire FMLA process for all city employees.

Identifies, facilitates, designs, and/or implements training programs to ensure compliance with regulations, policies or laws, to orient new employees, to increase employee effectiveness and engagement, to promote wellness, employee communication and employee recognition or other training; develops annual training and wellness activity calendar; conducts training or coordinates training events with outside vendors.

Attends various meetings, serves on committees, and makes presentations or speeches as needed.

Communicates with City officials, employees, other departments, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Prepares or completes various forms, reports, correspondence, policies, procedures, spreadsheets, presentations, performance appraisals, or other documents.

Receives various forms, reports, correspondence, benefits information, payroll documentation, employee information, job applications, codes, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations and certifications; attends workshops and training sessions; including, but not limited to GLGPA and SHRM (Society for Human Resources Management) as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

#### ADDITIONAL FUNCTIONS

Performs other related duties as required.

#### SUPERVISORY RESPONSIBILITY

This position has supervisory responsibility over all employees in the HR Department. In addition, the position will coordinate and conduct meetings with employees and department heads. This position will have some overt supervisory responsibilities.

#### POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time salaried position. As a Department Head this position will have an employment contract. Regular days and hours of work are Monday through Friday 8:00 am to 5:00 pm. In addition the position can expect to attend Board of Aldermen meetings and other meetings as directed by the City Manager.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in human resources, business or related field; supplemented by five (5) year(s) of progressively responsible management experience in human resources, benefits administration, or employee relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require specialized certifications and/or training as deemed necessary. Substantial experience may substitute for formal education. Must possess and maintain a valid Georgia driver's license.

#### PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. Includes significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information. Must be able to communicate written and orally in a professional and concise manner.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and

principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Acworth, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Acworth will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*