

**MAJOR FUNCTIONS**

This is specialized professional, administrative and supervisory work involving a comprehensive array of human resource programs, systems and functions. An employee in this class is responsible for the supervision of professional staff engaged in human resource consultative services. This position serves as the primary contact, liaison, consultant and trainer to assigned City departments and respective employees regarding human resource management issues. Work is performed under limited supervision with considerable latitude for the use of independent judgment. Work is subject to review by the Manager-Human Resources through reports, conferences, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, plans and coordinates the work of the Human Resource Consultants. Provides consultative service and interventions, qualitative oversight, problem analysis and resolution, and general technical assistance to managers, supervisors, HR contact staff and employees in assigned departments on all human resource management matters, including classification and pay, personnel, safety, employee benefits, and personnel policies and procedures. Coordinates recruitment, applicant intake, screening, referral and hiring activities. Reviews personnel actions for compliance with applicable policies and takes corrective action as needed. Processes personnel actions for assigned departments. Administers Reasonable Accommodation placements upon referral of employee. Coordinates any assistance needed to the affected departments or employee. Administers the catastrophic leave benefit and FMLA leave requests for all departments, centralizing all functions and serving as subject matter expert, ensuring policies are adhered to and consistent. Participates in planning, developing, and implementing human resource systems and programs, and provides training on same. Evaluates operational human resource systems and programs and makes recommendations for maintenance or changes. Participates in development, implementation, and monitoring of new programs and policies and in evaluating and making modifications to existing programs and policies. Consults with employees and interprets, analyzes, and researches information on matters related to personnel rules and regulations, safety compliance issues, benefits programs and rules, disciplinary and grievance matters, alcohol/drug testing, the Employee Assistance Program, and other human resource systems and services. May assist with Step Two and Three non-union grievance process. May participate in HR workshops and training. Plans, develops and implements special programs in response to federal, state or local mandates. Interviews, hires, trains, disciplines, conducts performance evaluations and recommends approval or disapproval of merit increases of subordinates. Performs related work as required.

**Other Important Duties**

Facilitates the City's compliance with employment provisions of the Americans with Disabilities Act, including coordination of reasonable accommodation efforts and supervisory training. Conducts meetings on HR topics as needed or as requested by department. Serves as liaison with Systems Support staff regarding PeopleSoft application issues, as they apply to policies, unit functions, and field application. Serves as liaison with external agencies (benefit providers, advertising agencies, etc.), and staff in assigned departments. Assists, as needed, with other consultants' service areas. Keeps abreast of changing laws and regulations of applicable programs through training, seminars and individual research. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the City's personnel policies and procedures, programs and services. Knowledge of public sector organizations and administration. Knowledge of personnel administration,

including accepted methods, practices and regulations and laws regarding applicant assessment, personnel administration, and benefits. Ability to assist in development of long-term plans and programs, and to evaluate work accomplishments. Ability to analyze facts and exercise sound judgment in arriving at conclusions and in making recommendations. Ability to effectively present facts and recommendations orally and in writing. Ability to make public presentations and conduct training sessions. Ability to carry out complex oral and written instructions. Ability to prepare and edit clear and concise written reports, as well as compose memoranda, policies, procedures, and letters. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, industrial relations, psychology, occupational health and safety, management information systems, computer science, education, liberal arts, or a related field; and four years of administrative and professional experience that includes human resources, personnel, recruitment, classification and pay, labor relations, equal employment opportunity, payroll, human resource management information systems, employee/organizational development, performance management, training, occupational health and safety, or benefit programs (including retirement program administration); or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Cass E State driver's license at the time of appointment.

Established: 02-06-13