HUMAN RESOURCES MANAGER

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I. BASIC FUNCTIONS:

The employee occupying the position of this class is responsible, under the direction of the Borough Manager, for coordinating and administering major personnel, safety, and risk management functions of the Borough.

II. DISTINGUISHING CHARACTERISTICS:

The Human Resources Manager is expected to organize, coordinate, and administer the day-to-day functions of the Borough's personnel management system, including recruitment, performance appraisals, pay adjustments, training, administration of the labor contract, maintenance of personnel files, and the implementation of the Borough's procedures under federal and state laws such as the FMLA, FLSA, ADA, and laws governing civil rights. Under the direction of the Borough Manager the HR Manager will also administer portions of the Borough's benefits, safety, and risk management programs. Work is performed with independence within prescribed guidelines, and involves the application of independent judgment and discretion.

Supervision Received:
General supervision is received from the Borough Manager, who reviews work through conferences and reports, and periodic reviews of thoroughness, quality, and timeliness.

Supervision Exercised:
Supervision is exercised over the Human Resources Specialist and guidance and direction may be provided to department directors and division managers carrying out their personnel responsibilities.

Working Conditions/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 essential functions.

Work is performed primarily in an office or training setting, although work activities may require occasional visits to Borough facilities where employees are based, involving travel and some exposure to weather conditions. The noise level will normally be quiet.

III. REPRESENTATIVE EXAMPLES OF WORK:

Administers major personnel functions, including recruiting and hiring procedures, the performance appraisal system, programs and documents required by state and federal law, and other personnel functions as assigned by the Borough Manager.

Provides information, deadlines, and reminders to departments and divisions on personnel procedures in areas such as hiring, performance appraisals, reclassifications, training, and discipline. Provides information to departments and divisions on labor contract requirements.

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Works with Borough Manager and Finance Director to identify and measure risks of accidental loss. Helps select and recommend appropriate risk management techniques for specific exposure problems.

Recommends, implements, and monitors employee related portions of the Borough's safety, health, and loss control programs; develops risk identification and accident prevention procedures; works with Safety Committee, Risk Management committee, and the Borough's workers compensation carrier.

Provides assistance and guidance to employees with matters such as interpretation of the labor contract, employee rights and obligations, harassment, and threats of violence.

Assists the Borough Manager with drafting and implementing new policies, responding to emergencies, investigating grievances and complaints, and preparing for and carrying out contract negotiations.

Assists departments in determining employee training needs, schedules Borough-offered classes, locates courses or instructors for general training needs. Monitors department's compliance with requirements for training.

Assists with development of cost control measures in connection with employee benefit programs; administers relevant benefit programs.

Prepares responses to salary surveys, EEO reports, requests for employment information, internal and external requests for ADA accommodation, and public or agency requests for information.

Reviews personnel requisitions, personnel actions, evaluations, and other documents prior to signature by Borough Manager or Assistant Borough Manager.

Conducts workstation ergonomic evaluations, on-site ADA accessibility evaluations, and provides information and guidance to management on findings.

Prepares annual division budget and presents to Assembly.

Assists with development of new personnel policies, procedures, and forms. Gathers information and prepares special reports on personnel issues, as requested.

Assists Human Resources staff with various related duties when timing is critical.

Performs related work as required.

IV. KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of modern personnel principles and practices.

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Knowledge of FMLA, ADA, EEO and other state and federal laws and regulations applicable to personnel management.

Knowledge of the principles and practices of the avoidance, reduction, retention, and transfer of risk as it relates to a large governmental jurisdiction with geographically dispersed facilities and operations.

Knowledge of business English, grammar, spelling, and punctuation.

Knowledge of employee relations and labor contract negotiations.

Ability to perform assigned administrative functions with general direction and minimum supervision.

Ability to perform a variety of technical personnel functions.

Ability to establish and maintain effective working relationships with management, employees, public and private officials, and the public.

Ability to maintain confidentiality of personnel documents and information.

Ability to express ideas and communicate effectively, both orally and in writing.

Ability to read English and analyze technical written materials.

Skill in the use of computer hardware and software and other office equipment.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Bachelor's degree in Human Resources, Labor Relations or closely related field. Four (4) years of professional human resources management experience, with a minimum of three years supervisory experience.

Professional Human Resource Certification (PHR) required and Senior Professional Human Resource Certification (SPHR) within one year of employment.

Must have a valid Alaska driver's license and an acceptable driving record and criminal history report.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office equipment and tools, including telephone, personal computer, printer, fax, calculator, copy machine, dictaphone, tape recorder, and VCR. Automobiles.

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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.

The employee is frequently required to sit, talk, listen, and use hands to hold or handle objects, tools, or controls. The employee is frequently required to walk short distances within a building or between buildings and vehicle. The employee is occasionally required to reach with hands and arms, to bend and lift or move up to 25 lbs. On occasion, the employee is required to drive a vehicle.

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Adequate vision to operate vehicles and equipment in daylight and darkness and in all type of weather conditions. Hearing acuity, with or without correction, to within normal range.