

**City of Florence**  
**Human Resources Manager**

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DEPARTMENT: City Manager's Office  
CLASSIFIED: Regular, Full-time  
DATE: February 2016

REPORTS TO: City Manager  
POSITION STATUS: Exempt  
SALARY RANGE: \$3,791 - \$5,238

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**PURPOSE OF POSITION:**

Assists staff with human resources needs, including employee benefits, employee relations, training and development, and personnel policy and procedure administration. Ensures compliance with employment related laws and regulations, administers the benefit plans, oversees the employee performance evaluation process, manages recruitment activities, develops and interprets personnel policies and procedures, and advises management regarding employment related issues. This position also serves as a member of the City's management team.

**ESSENTIAL JOB FUNCTIONS:**

- Manages all HR, personnel files, and records including: confidential personnel files and discipline records.
- Administers and monitors the City's group benefit programs, including insurance coverage and retirement plan. Effectively communicates programs/options both in individual and group settings.
- Serves as the primary contact for all City employees in answering HR questions and assisting employees in understanding the City's HR policies, rules and procedures, and insurance and benefits plans. Manages enrollment processes.
- Advises Department Heads as personnel issues arise.
- Coordinates recruitment activities including: preparing and placing advertisements, arranging and assembling all specialized examination materials; coordinates scheduling and recruitment and selection process, completes references, verifying applicant eligibility and maintaining recruitment and selection data. Ensures that recruitment processes are effective and in compliance with legal requirements and best practices.
- Prepares new employee orientation packets and ensures proper completion of required forms. Conducts all new employee benefits orientations.
- Monitors and maintains the employee evaluation process for all employees. Assists Department Heads to ensure evaluations are timely and accurate reviews of the employee's performance.
- Assists Department Heads with identifying training needs and assists with scheduling training programs for City team members.
- Oversees City's Grievance and Appeal process as needed.
- Analyses job tasks and work processes for new positions and reclassifications, writes job descriptions, and reviews contracts.
- Maintains City's Salary Schedule; conducts salary surveys and special studies. Advises management on CPI.
- Coordinates City labor negotiations with City labor attorney and Collective Bargaining units and provide data and research for item(s) under discussion. Represents the City, along with labor attorney, with proposals and/or counter proposals during negotiations.

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- Responsible for Risk Management; works closely with City's insurance company and insurance agent of record to oversee the risk management of the City.
- Oversees City's Safety Program. Provides oversight and ensure adequate staffing for the safety committee. In absence of a secretary for the committee, provide agendas and minutes of meetings to committee and departments. Reviews Safety Manual with the Safety Committee; updates information at least every five years.
- Oversees the City's Wellness Program. Promotes wellness to City personnel through various avenues, including the coordination of wellness events throughout the year.
- Administers workers' compensation program. Works with provider to reduce the MOD rate and accidents/incidents proactively. Process all 801s as received and provide City's carrier with other documentation as needed. Responsible for all the required reporting forms: 801,300, 300A, 301 and incident reports. Also use the Return-To-Work program and attempt to facilitate the employee with accommodations.
- Participates in a variety of projects; gathers and analyzes data; prepares recommendations, as necessary.
- Obtains and maintains all legal postings for employee bulletin boards at each City location to ensure compliance with federal and state laws.
- Consults with City Manager on staffing issues, recruitment strategies, interviewing skills, screening processes and selection decisions.
- Creates and maintains a positive and cooperative working relationship with City Staff, other organizations, and the public.

**QUALIFICATIONS:**

***Necessary Knowledge, Skills and Abilities (KSA):***

- Thorough knowledge of the principles and practices of human resources management, including benefits administration, risk management, and labor relations.
- Thorough knowledge of Federal, State, and local legislation as it relates to human resources operations.
- Working knowledge of government management techniques, principles and methods.
- Ability to operate computer software and use electronic data processing.
- Ability to understand and utilize basic mathematics and statistics.
- Ability to prepare understandable and accurate reports.
- Ability to research data and relay findings to others.
- Knowledge and proper use of business office practices and procedures.
- Knowledge and appropriate use of business English; grammar, spelling, punctuation and composition.
- Basic operation of general office equipment.

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- Excellent communication skills, both orally and in written form, in professional manner.
- Works well with others in a spirit of cooperation and teamwork.
- Ability to follow oral and written instructions and/or direction.
- Organize and plan own work schedule to meet workflow demands in timely and efficient manner.
- Maintain confidentiality regarding organizational and departmental records and information.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER WORK AS NECESSARY.**

***Special requirements/licenses:*** Valid Oregon driver's license and good driving record.

***Education and Experience:***

Bachelor's degree from four-year college or university with major study in Human Resource Management, Business Administration or other pertinent field; at least three years related experience and/or training; or equivalent combination of education and experience. A Master's degree in Public Administration, Human Resources, or a related field will be considered as relevant experience.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, or controls. Physical demands on the position generally involve moving materials weighing up to 10 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination for the operation of computers and calculators.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work environment is typical of most office environments.

Must be able to travel to other department locations, training sessions, and HR related conferences.

**SUPERVISORY RESPONSIBILITIES:**

This position generally does not supervise employees but has frequent contact by telephone, in writing and in person with all levels of the City including elected officials, the executive leadership of the City, and line personnel. This position manages programs and projects.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Manager.