

CITY OF CABOT

Job Description

JOB TITLE: Human Resources Director

DEPARTMENT: Mayor's Office

SUPERVISOR RECEIVED: Mayor

REVISION DATE: June 2012

SUMMARY: Develops and maintains policy / handbooks and directs and coordinates human resources activities and programs, such as employment, records, compensation, benefits, salary ranges, employee relations, and training.

QUALIFICATIONS: Bachelor's degree from a four-year college or university, three years related experience; or equivalent combination of education and experience. Skills include leadership, management, organization, multi-tasking, verbal and written communication abilities, presentation organization and skills, teamwork abilities and advanced computer skills with various software programs including Microsoft Office. Ability to speak effectively with citizens, business professionals, elected officials, or employees of the City. Should be familiar with Microsoft Dynamics Great Plains Human Resources software and Empower Time, time keeping software.

ESSENTIAL JOB AND OVERSIGHT FUNCTIONS:

- Managing all retirement plans - reconciling of payroll deductions & employer contribution rates to monthly invoices and submitting monthly payments to each fund. Insuring new employee membership applications are processed and submitted in a timely manner;
- Managing benefits - monthly reconciling of payroll deductions to each benefit invoice and submitting timely monthly payments to each, the Clerk / Treasurer will be responsible for check processing for audit separation of duties;
- Managing employment taxes - remitting monthly, quarterly and yearly returns for employees and retirees. Understanding, reconciling, printing, and distributing yearly W-2's;
- Monitoring human resources and payroll databases on a daily basis to insure all employee information is correct with regard to new hires, termed employees, pay changes, department changes, benefit coverage changes, address changes, tax changes, and personal information as changes should all be input in the databases in a timely manner so that payroll runs will be correct;
- Write directives advising department heads of City policy, training, compensation, and employee benefits;

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- Software maintenance of both human resources and payroll software to insure updated and in sync with each other at all times to prevent payroll and benefit issues;
- Managing Retirees and benefits - initial set-up, corresponding with the retiree to implement a payment plan for their benefits, monitoring to insure payments are received and benefit coverage is correct;
- Administer performance management program and compensation;
- Administer Department of Transportation and non-Department of Transportation drug-testing program;
- Process vacant positions including advertisement, recruitment, answer questions from applicants, process applications, interview and interaction with applicants regarding open position, selection, and perform background investigations, conduct new hire orientation;
- Ensure compliance and administration of federal Department of Transportation regulations;
- Write and deliver presentations to Mayor, City Council or other officials regarding human resources issues, policies, and practices;
- Coordinate and process FMLA claims;
- Maintain job descriptions for all positions within the City;
- Maintain, administer, and explain policies within the employee handbook including consultation with legal counsel to ensure that policies comply with federal and state law and City ordinances;
- Respond to request for disciplinary actions and/or counseling;
- Respond to EEOC claims, FOI requests, and unemployment claims;
- Maintain personnel files for all employees including but not limited to set-up, updating, follow-through on outstanding documentation, timely filing, and closing out terminated employees files;
- Responsible for the secure backup of all personnel files;
- Maintain Human Resources Information System including entering new hires, promotions, pay increases, terminations, employee master data changes, deductions, etc., coordinating with the Clerk / Treasurer on such, and providing the Clerk / Treasurer accurate data for check writing;
- Process employment verification requests to other employers, lending institutions, and other qualified parties, etc.;
- Research personnel files and documents as needed for salary history, employment history and other data;
- Assist employees and supervisors with benefits, leave balances and discrepancies, general employment inquiries, policy questions, disciplinary issues, copies of information, etc.;
- Serve as the Benefit Coordinator for all City Departments including processing documentation, assisting employees with problems, working with vendors and providers, coordinating open enrollment;
- Process workers' compensation claims including all necessary follow-up;
- Serve as Chairperson of a Safety Committee;

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- Administer Catastrophic Leave Program including maintaining pool balance;
- Responsible for review and approval of “Travel Request” and “Travel Reimbursement / Reporting” forms and documents;
- Prepare annual reports, ad hoc reports and completes special projects as needed;
- Maintain and report on comp employee comp time;
- Keep files of relevant ordinances and resolutions, correspondence, forms, and other documents of historical importance;
- Maintain suspense file and notify appropriate personnel of overdue forms;
- Maintain confidentiality of employee information while processing documents;
- Oversee data reports that may be used for compliance in federal and state law;
- Constantly be vigilant to streamline the Human Resources process to include, but not limited to, paperwork reduction and on-line and real time interaction.
- Performs any other duties, tasks, and assignments as requested by the Mayor.

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, type, talk, and 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 25 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 low.

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Employee Name (Print)

Employee Signature

Date