Job Description

Job Title:	Assistant Director of Human Resources	Classification:	Classified
Department:	Human Resources	Grade:	320
Occupational Group:	Human Resources	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; manages activities relating to employment, employee relations, compliance, compensation, benefits administration, and risk management. Serves as the Director of Human Resources and Risk Management Director when the Director is absent or not available.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists the Director in developing procedures and programs for Human Resources and Risk Management. Supervises staff as assigned by the Director.
2. Develops and supervises the employee onboarding process; ensures completion of exams and reviews on successful candidates prior to commencing employment. Supervises the data entry payroll function to ensure employee payroll records are entered accurately and timely.
3. Develops and maintains staffing options to meet the labor needs of the Departments, such as the Contract Labor and Temp services and the City's Intern and Volunteer Programs.
4. Develops and submits reports for compliance, safety and performance related requirements. Recommends policy or procedure changes to the Director for program improvement, as needed.
5. Conducts salary surveys for the City; completes survey requests for regional cities.
6. Meets with employees and supervisors to resolve employee concerns timely, fairly and consistently; assists or leads employee administrative or fact-finding hearings.
7. Reviews and analyzes exit interview responses to determine concerns or trends. Develops recommendations for the Director to improve employee recruitment and retention.
8. Supervises the City's recruitment process from advertising through employee orientation to support the operating departments of the City. Ensures compliance with rules and regulations related to recruitment, hiring, and promotional processes.
9. Oversees employee benefits to ensure employees are properly educated, enrolled, and appropriate payroll deductions are executed as needed; administers and ensures compliance with FMLA, City Drug and Alcohol programs, and ADA programs and regulations.
10. Assists the Director in the coordination of insurance programs to control risks, losses, and manage small claims; investigates and files claims with the City's Third Party Administrator (TPA).
11. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
12. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
13. Serves as the subject matter expert for the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized

and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

14. Contributes effectively to the Human Resources and Risk Management Department, communicates effectively with co-workers, both within Human Resources as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Public sector personnel administration principles and practices including the principles of classification, compensation, benefits, employment, employee relations, and risk management; Federal and State employment laws, policies, regulations, and guidelines; City of Joplin's employment, compensation, and benefits practices; City's Charter and Personnel Rules and Regulations; principles and practices of employee supervision; effective communication strategies and techniques for adult learners; computer software applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees/officials and the public; managing the day-to-day operations of a human resources office; understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; coordinating/managing a variety of risk management functions; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Personnel Administration, Public or Business Administration or related discipline.

Experience: Three years full-time professional experience in multiple program areas in Human Resources is required. Prior supervisory experience is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. SHRM-CP, SHRM-SCP, SPHR or PHR certification is preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of

the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and job title
Revision details: City-wide job description revision and updates; job title change from Assistant Director of Human Resources/Safety Manager.	