

HUMAN RESOURCES MANAGER

General Statement of Duties

Performs difficult professional and administrative work in managing the human resources systems for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of human resources management initiatives with management and employees. Functions include compensation, employee relations, training and development, recruitment and selection, benefits, performance evaluation programs, wellness, and data base and technology management. The role advises the Town Manager, Board, departmental managers and employees on relate HR matters. Work requires an understanding of organizational development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in decision making and problem solving and in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

Duties and Responsibilities

Essential Duties and Tasks

Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission; participates in determining if programs achieve objectives and are consistent with organizational vision and values..

Develops and implements a wide variety of human resources systems designed to hire, train, motivate and retain employees; participates as part of the Town=s management team; develops and recommends human resource management programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice as necessary; implements Board approved programs; advises the management on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.

Manages and participates in the recruitment and selection programs for the Town; reviews advertisements; screens applications; develops selection processes including interview questions, job sample tests, and related assessments; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; reviews screening methods for job-relatedness and effectiveness; advances organizational diversity.

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; evaluates compensation systems for effectiveness and recommends needed changes; recommends and/or approves issues involved in salary administration.

Works with management, department heads, supervisors, and employees in identifying and addressing conflict, communications barriers, or other problems that negatively impact morale and productivity; facilitates conflict resolution and problem-solving regarding issues that distract management and/or employees from a high level of motivation and productivity; assists with determining appropriate disciplinary and grievance responses; coordinates employee communications including newsletters.

Conducts training needs assessments and provides or coordinates training for employees and managers; ensures supervisors have requisite motivation, leadership, conflict resolution, coaching and related skills as well as appropriate knowledge of laws and regulations; supervises employee orientation and other related programs; coordinates team-building in various departments or in the management team.

Provides internal consultation on performance evaluation program, performance pay program, various incentive and recognition programs.

Reviews, researches, and recommend various benefits programs; ensures cost effectiveness of structure and providers of benefits.

Consults with management and departments on organizational structure, organizational climate, employee communications, staffing needs, and related issues.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the theory, principles and practices of human resource management, including the functional areas cited.

Thorough knowledge of the laws, court cases, and regulations that apply to personnel policies and practices in the public sector.

Considerable knowledge of the trends and modern technology prevalent in the human resources fields.

Considerable knowledge of modern workforce trends and organizational effectiveness assessment methods and processes.

Knowledge of human motivation and behavior, systems thinking, organization development, climate assessment, and organizational psychology.

Some knowledge of the principles of organization and management including leadership, motivations, delegation, effective organizational structure, and statistical concepts and methods.

Skill in collaborative conflict resolution, problem-solving, public speaking, training, and group facilitation.

Ability to establish and maintain an effective human resource management program, and to evaluate human resources programs and provide management with recommendations including costs projections, statistical trends, program accomplishments and new programs.

Ability to develop long term plans and goals for the human resources programs.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four year college or university with a major in human resource management, public administration, business or related human service field and considerable experience of a progressively responsible nature in human resource management, including supervisory experience; or an equivalent combination of education and experience. Prefer master of public administration degree.

Special Requirement

Possession of a valid driver's license.

Beaufort
2022