

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF HUMAN RESOURCES DIRECTOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, REPEALING ORDINANCE NO. 81-2008, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Human Resources Director be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Human Resources Director shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 81-2008 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of having a current job description in place to reflect the job requirements and functions in order to fill the position of Human Resources Director and ensure that the City is complying with all wage and employment regulations, thus for the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 9/26/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 9/30/2022

APPROVED: 9/27/2022

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

CITY OF AVON LAKE
POSITION DESCRIPTION
Human Resources Director (Part time)

Job Title: Human Resources Director

Department: Mayor

Immediate Supervisor: Mayor

Positions supervised: N/A

FLSA Status: Exempt

Bargaining Unit: None

Civil Service Status: Unclassified

JOB RESPONSIBILITIES

Under the direction of the Mayor and in concert with Council, this employee shall recommend and develop the Human Resources Department goals, plans and priorities for the entire Avon Lake workforce; with emphasis on personnel selection, evaluation, training, compensation, recordkeeping, compliance and/or benefit selection. Incumbent shall also work with and support the Avon Lake Civil Service Commission and its workings.

This employee shall assist the Mayor and Council as needed in employee and labor relations matters including, but not limited to grievances, arbitrations, and negotiations.

This employee shall maintain the responsibility of several Ohio Bureau of Worker's Compensation Matters including:

- a) Claims management (working directly with the City's consultants); including management of paperwork and coordination of information for payroll purposes.
- b) Drug free education (and any other OBWC discount programs).
- c) Adhere to OBWC training requirements for the City.

The Director shall oversee and maintain all paperwork necessary for employees eligible for FMLA leave including paperwork (kept in secure location); payroll coordination; adherence to collective bargaining agreements (i.e. fitness for duty measures).

The Director shall handle on-boarding paperwork for full time and year-round part-time employees (unless other arrangements are made and approved by the Mayor). This onboarding shall include review of the personnel manual and any benefit issues.

QUALIFICATIONS

Bachelor's degree in Human Resources Management, Public Administration and/or Business required, coupled with a minimum of ten (10) years of experience working in a Human Resources Role – whether in the private or public sector.

Preference will be given to those candidates possessing any applicable SHRM certifications, IMPA-HR certifications and/or experience working within a unionized environment or municipal government setting.

REQUIRED KNOWLEDGE

- Computers and programing for office use (Excel, Word, etc.)
- Governmental accounting and budget preparation (for training purposes.)
- Time record management; working knowledge of payroll procedures and processes.
- Worker's Compensation protocols and procedures.
- Safety and OSHA protocols and training.
- Experience with personnel oversight and staffing including basic knowledge of Ohio Revised Code, Civil Service Rules, and Collective Bargaining Agreements.
- Salary and classified organization and implementation.
- Job description(s) - producing and maintaining accurate job descriptions which match the evaluation process.
- Evaluation processes including performance improvement plans.

KEY JOB DUTIES (the following represent routine and non-routine tasks)

- Works with department heads and managers to develop priorities related to job descriptions; tasks and work flows.
- Assists with short- and long-term hiring goals for City departments – supports all aspects including advertising, testing, and interviewing
- Researches policies for historical precedents and contexts; conducts surveys as needed.
- Recommends and develops various policies regarding compensation, evaluation, training, selection, employee relations and other human resources functions. Makes recommendations to City Administration and City Council for adoption.
- Provides guidance for supervisors and managers in applying and interpreting policies, work rules and other matters.
- Develops and implements training procedures to inform employees of policies.
- Monitors and periodically ensures policies and procedures comply with relevant local, state, and federal laws and various state administrative agencies.
- Serves as the City's liaison with various external representatives regarding human resources-related functions such as training and selection, including health care and workers compensation.
- Communicates with department heads to assess needs such as staffing or training.
- Establishes recordkeeping protocol of human resources programs and procedures, including training records and position descriptions.
- Serves as liaison to the Community Relations Board and supports its workings and supplies annual reports.

Assists the Mayor and Council as needed regarding the Employee and Labor Relations

- Provides guidance to supervisors regarding employee and labor relations issues and problems.
- Researches and investigates grievances and historical precedents; makes recommendations for resolution.
- Drafts and finalizes correspondence relative to grievances, work rules, notices, employee communications as needed or dictated by collective bargaining agreements.
- As directed, serves as Mayor's representative to various labor relations meetings and other employee issues.

BENEFITS AND COMPENSATION

- Limited benefits including sick leave, and may opt into the City's healthcare program.
- Salary \$38.18 (2022 rate) per hour.

All applicants must pass a background screening, drug test, and possess a valid State of Ohio Driver's License.