

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF HUMAN RESOURCES DIRECTOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, REPEALING ORDINANCE NO. 22-138, 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 in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 22-138 is hereby repealed.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 taken 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: 1/08/2024

/s/ Martin E. O'Donnell
President of Council

POSTED: 1/12/2024

APPROVED: 1/09/2024

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Mark Spaetzel
Mayor



**City of Avon Lake, Ohio
Classification Specification
Human Resources Director**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Human Resources	E11	Exempt	Unclassified	

CLASSIFICATION SUMMARY
<p>Under the direction of the Mayor and City Council, the Human Resources (HR) Director recommends and develops the HR Department's goals, plans, and priorities; recommends, develops, and implements various human resources policies and procedures in areas that include personnel selection, evaluation, training, compensation, recording keeping, compliance, and other areas; coordinates various HR procedures, such as selection, evaluation, and training; assists the Mayor and City Council in employee and labor relations matters, including, but not limited to, grievances, arbitrations, and negotiations; and perform various other HR functions, as needed.</p>

ESSENTIAL DUTIES	% OF TIME
Develops and implements HR strategies, plans, and programs aligned with the City's goals and objectives; collaborates with the Mayor and City Council to identify and address HR needs and challenges; attends public meetings as determined by the Mayor and City Council.	20
Develops, updates, and enforces HR policies, procedures, and practices to ensure compliance with employment laws and regulations; stays abreast of legal requirements and industry best practices; is responsible for filings and submissions to the Ohio Bureau of Workers' Compensation and the Ohio Department of Jobs and Family Services; manages the Family and Medical Leave Act (FMLA) process; and coordinates with payroll to track time.	20
Manages the recruitment, selection, and onboarding processes to attract and retain qualified employees; develops and implements job descriptions and effective talent management strategies, including performance management, career development, and succession planning.	20
Promotes positive employee relations and maintains a productive work environment; handles employee grievances, conflicts, and disciplinary actions; conducts investigations, when necessary.	10
Reviews and manages the design and administration of competitive compensation and benefits programs; analyzes and evaluates the effectiveness of compensation and benefits plans and makes recommendations to the Mayor and City Council.	10

Identifies training needs and develops training programs to enhance employee skills and competencies; implements initiatives to foster employee engagement, teamwork, and professional growth; interacts with and assists other directors, as needed.	10
Ensures compliance with relevant City policies, ordinances, collective bargaining agreements, employment laws, regulations, and ethical standards; establishes and manages HR systems and processes to monitor and report on compliance issues.	5
Evaluates, implements, and optimizes HR information systems and technology solutions to streamline HR processes and enhance data management and reporting capabilities; attends professional development training and meetings.	5

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree in human resources, public administration, organizational management, or business administration; seven to ten years of experience in HR management, with a focus on strategic HR planning, talent management, and employee relations; experience working within a unionized environment and governmental setting.

CERTIFICATIONS/LICENSES:

- Valid Ohio Driver's License or ID

PREFERRED QUALIFICATIONS:

- Working knowledge of local civil service laws and City ordinances.
- Preference will be given to candidates possessing any applicable professional Human Resources recognized certification, such as Society for Human Resource Management (SHRM) or Public Sector Human Resources Association (PSHRA).

KNOWLEDGE OF:

- Principles and practices of human resources management
- Knowledge of local, state, and federal laws and their implementation
- Collective bargaining agreements
- Health insurance, benefit packages, and employee assistance programs
- Principles and practices of program administration and coordination
- Methods for establishing effective working relationships with employees, managers, and department heads
- Techniques and methods for organizing, prioritizing work, and monitoring schedules and activity deadlines
- Principles and methods of qualitative and quantitative research
- Principles and applications of critical thinking and analysis
- Business math concepts
- Principles and techniques of effective oral presentations and written reports
- Best practices, trends, and emerging technologies
- Applicable federal, state, and local laws, codes, and regulations
- Applicable operating policies, procedures, codes, and regulations
- Customer service principles
- Specialized equipment and software, relevant to the area of assignment
- Current office technology

SKILL IN:

- Administering and coordinating HR programs, processes, and/or projects
- Gathering data, analyzing findings, and applying logic and reason
- Researching industry trends, solutions, and best practices
- Interpreting, monitoring, and reporting program information, data, and statistics
- Overseeing the maintenance of HR program/process documentation, data, schedules, records, and files
- Establishing and maintaining business relationships in support of strategic HR management
- Exercising confidentiality
- Managing collective bargaining agreements
- Resolving employee conflicts
- Prioritizing multiple competing work priorities and meeting deadlines
- Researching and analyzing data, formulating issues, and articulating recommendations
- Developing and preparing original and complex reports and presentations
- Recommending and implementing policies and procedures
- Interpreting and applying applicable operating procedures and standards
- Providing attention to detail in assignments
- Reviewing the work of others and providing guidance and suggestions
- Providing customer service
- Utilizing a computer and relevant software applications
- Utilizing communication and interpersonal skills, as applied to interaction with coworkers, supervisors, the public, and others, to sufficiently exchange or convey information and to receive work direction

ADA AND OTHER REQUIREMENTS:

This position typically requires fingering, grasping, talking, hearing, seeing, repetitive motions, and computer proficiency.

Sedentary Work: May exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time.

Working Conditions: Work is performed in indoor office environments.

HOURLY/SALARY RANGE* AND BENEFITS: **Subject to City Council approval*

- \$38.46 to \$61.18 hourly or \$80,000.00 to \$127,254.40 annually
- Applicable benefits provided to full-time, non-bargaining employees, as enumerated in Codified Ordinance Chapter 260

NOTE:

The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.