



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

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Director	E11	Exempt	Unclassified	

CLASSIFICATION SUMMARY

Under the direction of the Mayor and 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 Council in employee and labor relations matters, including, but not limited to, grievances, arbitrations, and negotiations; and perform various other HR functions, as needed.

ESSENTIAL DUTIES ¹	% OF TIME
Develops and implements HR strategies, plans, and programs aligned with the City's goals and objectives; collaborates with the Mayor and Council to identify and address HR needs and challenges; attends public meetings, as determined by the Mayor and 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 Council.	10

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

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 HR, 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
- Any applicable professional HR recognized certification, such as the Society for Human Resource Management (SHRM) or the Public Sector Human Resources Association (PSHRA)

KNOWLEDGE OF:

- Principles and practices of HR management
- 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 \$60.61 hourly, or \$80,000.00 to \$126,068.80 annually
- Applicable benefits provided to full-time non-bargaining employees, as declared in Codified Ordinance Chapter 260