

City of Avon Lake, OH
CLASSIFICATION SPECIFICATION
Human Resources Director

<u>JOB FAMILY</u>	<u>Grade</u>	<u>FLSA STATUS</u>	<u>Classified Status</u>	<u>PCN</u>
Human Resources	E11	Exempt	Unclassified	

CLASSIFICATION SUMMARY:

Under the direction of the Mayor and Council, the Human Resources Director shall recommend and develop the Human Resources Department goals, plans and priorities. The HR Director shall recommend, develop, and implement various human resources policies and procedures in areas including personnel selection, evaluation, training, compensation, recording keeping, compliance and other areas as needed. The HR Director shall coordinate various human resources procedures such as selection, evaluation and training. The HR Director shall assist the Mayor and Council as needed 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:

	<u>Percent Time</u>
Develop and implement HR strategies, plans, and programs aligned with the organization's goals and objectives. Collaborate with the Mayor and Council to identify and address HR needs and challenges.	20
Develop, update, and enforce HR policies, procedures, and practices to ensure compliance with employment laws and regulations. Stay abreast of legal requirements and industry best practices. Responsible for filings and submissions to the Ohio Bureau of Worker's Compensation and the Ohio Department of Jobs and Family Services, manage the FMLA process, and coordinate with payroll for the purposes of tracking time.	20
Manage the recruitment, selection, and onboarding processes to attract and retain qualified employees. Develop and implement job descriptions and effective talent management strategies, including performance management, career development, and succession planning.	20
Promote positive employee relations and maintain a productive work environment. Handle employee grievances, conflicts, and disciplinary actions. Conduct investigations when necessary.	10
Review and manage the design and administration of competitive compensation and benefits programs. Analyze and evaluate the effectiveness of compensation and benefits plans and make recommendations to the Mayor and City Council.	10
Identify training needs and identify and develop training programs to enhance employee skills and competencies. Implement initiatives to foster employee engagement, teamwork, and professional growth. Interact with and assist other directors as needed.	10
Ensure compliance with all relevant city policies and ordinances, collective bargaining agreements, employment laws, regulations, and ethical standards. Establish and manage HR systems and processes to monitor and report on compliance issues.	5

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Evaluate, implement, and optimize HR information systems and technology solutions to streamline HR processes and enhance data management and reporting capabilities. Attend professional development training and meetings.	5
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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 human resources management, with a focus on strategic HR planning, talent management, and employee relations. Experience working within a unionized environment and governmental setting.

CERTIFICATIONS/LICENSES:

PREFERRED QUALIFICATIONS:

- Working knowledge of local civil service laws and city ordinances. Preference will be given to those candidates possessing any applicable professional Human Resources recognized certification (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 senior staff.
- 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 procedures, codes, and regulations.
- Customer service principles.
- Specialized equipment and software relevant to area of assignment.
- Modern office technology.

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SKILL IN:

- Administering and coordinating human resources 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 human resource program/process documentation, data, schedules, records and files.
- Establishing and maintaining business relationships in support of strategic human resources 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 general public and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions typically require: fingering, grasping, talking, hearing, seeing, repetitive motions, and computer proficiency.

Sedentary Work: Exerting 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.

SALARY RANGE AND BENEFITS:

\$80,000 to \$120,000*

*Subject to City Council approval

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NOTE:

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

Date Created/Updated: (12/2023)