

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		

CLASSIFICATION SUMMARY:

The Human Resources Director is responsible for leading and overseeing all aspects of the human resources function within an organization. This includes developing and implementing HR strategies, policies, and programs to support the overall business objectives and ensure effective talent management. The HR Director serves as a strategic partner to senior leadership and provides guidance and expertise on all HR-related matters. The HR Director shall work with and support the Avon Lake Civil Service Commission and any ad/hoc committees created by City Council.

ESSENTIAL DUTIES:

Percent Time

Develop and implement HR strategies, plans, and programs aligned with the organization's goals and objectives. Collaborate with senior management to identify and address HR needs and challenges.

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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. Shall be responsible for Ohio Bureau of Worker's Compensation paperwork and filings – working with the City's consultants. The HR Director and Office shall oversee the FMLA filings and files and coordinate with payroll for the purposes of tracking time.

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Oversee the recruitment, selection, and onboarding processes to attract and retain qualified employees. Develop and implement effective talent management strategies, including performance management, career development, and succession planning.

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Promote positive employee relations and maintain a productive work environment. Handle employee grievances, conflicts, and disciplinary actions in compliance with company policies and legal requirements. Conduct investigations when necessary.

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Oversee the design and administration of competitive compensation and benefits programs. Ensure compliance with legal requirements and market trends. Analyze and evaluate the effectiveness of compensation and benefits plans.

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Identify training needs and develop training programs to enhance employee skills and competencies. Implement initiatives to foster employee engagement, teamwork, and professional growth.

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Ensure compliance with all relevant employment laws, regulations, and ethical standards. Establish and maintain HR systems and processes to monitor and report on compliance issues.

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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.

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Lead and manage the HR team, providing guidance, support, and development opportunities. Foster a culture of collaboration, innovation, and continuous improvement within the HR department.	10
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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.

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) and those with experience working within a unionized environment or governmental setting.

CERTIFICATIONS/LICENSES:

- SPHR or PSHRA certification preferred. International Public Management Association for Human Resources certification – IPMA-Senior Certified Professional or Certified Professional is now called PSHRA

PREFERRED QUALIFICATIONS:

- Working knowledge of local civil service laws and city ordinances

KNOWLEDGE OF:

- Principles and practices of human resources management.
- Knowledge of local, state and federal labor laws and their implementation.
- 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.
- 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: standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 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. Walking and standing are required only occasionally.

Working Conditions:

Work is performed in indoor office environments; may need to visit work sites and/or environments.

SALARY RANGE AND BENEFITS:

Range starts at mid-\$80s

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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.

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