



CITY OF PATASKALA

POSITION DESCRIPTION

POSITION TITLE:	Human Resources Officer
STARTING ANNUAL SALARY:	\$24.04/hr.
DEPARTMENT:	Administration
POSITION REPORTS TO:	City Administrator
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS :	Unclassified
EMPLOYMENT TYPE:	Part-time

JOB DESCRIPTION:

General Purpose of Position

- The primary purposes of this position are to: (1) manage the city's employee hiring and retention processes; (2) develop, implement and maintain citywide personnel policies and programs, and advise administrative staff of applicability of such policies and programs; (3) maintain the city's employee benefit programs, seeking continuous improvement of such programs in a cost-effective manner, while ensuring employee compliance with any program requirements; (4) manage the city's worker's compensation program, including coordinating coverage with the program's TPA; (5) maintain the city's human resources portal (e.g. HR system); (6) maintain updated employee position descriptions, ensuring that they reflect current responsibilities and requirements; (7) maintains up-to-date official employee files for all city employees, and serve as official holder of such documents; and (8) maintain the city's position class and compensation scales, ensuring that positions are appropriately graded and compensated for the responsibilities, requirements and authority.
- Other duties as assigned.

ESSENTIAL FUNCITONS:

- Administers a variety of human resource management activities; researches human resource issues and provides recommendations for decision-making purposes; develops/revises rules and ordinances to comply with mandates; monitors and administers Employee Handbook and Policy Manual.

- Serves as liaison with program administrators, public officials, directors and staff in coordinating personnel activities, employee benefits, and policies by providing technical assistance with local, state, and federal policies and regulations.
- Implements and manages employee performance evaluation systems; researches and recommends revisions to employee performance evaluation; develops and implements training for supervisors and directors on employee evaluation system; ensures evaluations are completed in a timely manner and filed appropriately in personnel files.
- Responds to inquiries regarding job classification, organizational structure and benefits programs; makes recommendations regarding salary structure to ensure pay equity; conducts wage surveys to determine competitive market rates; makes recommendations regarding changes to wage compensation and salary structure.
- Attends meetings and/or hearing on behalf of the City (i.e. personnel-related hearing and investigations, grievance hearings); participates in department head meetings; may be required to participate in City Council open meetings and executive sessions; participates in inter-departmental meetings as necessary.
- Oversees and administers the activities and claims of the BWC program; oversees the drug and alcohol testing programs; monitors compliance with ADA, FMLA, ACA and FSLA regulations and responds accordingly.
- Coordinate and manage annual renewal of health insurance plans and programs and vendor relationships, seeking to improve benefits while identifying cost-improvement measures; oversee all employee benefit programs, and act as benefit administrator.

Other Duties

- Other related duties as required or assigned

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- Bachelor's degree from an accredited four-year college or university in Human Resources or related field, and three (3) or more years or progressively responsible experience; or any combination of training, education, or experience with provides the desired knowledge, skills, and abilities to perform the essential functions of the position.
- Must have excellent oral and written communication skills;
- Must have ability to prepare reports;
- Must demonstrate interpersonal skills;
- Must have ability to establish and maintain relationships with elected and other City officials, fellow city employees and the general public;
- Must have a general working knowledge of computers.

SPECIAL REQUIREMENTS

- Must be available to work during other than normal business hours;
- Will be required to carry a city cell phone;
- Ability to motivate and earn loyalty of fellow employees.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- Must be able to sit and utilize a computer for extended periods of time, ability to remain focused on a computer monitor for extended periods of time.

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted:

The City of Pataskala is an equal opportunity employer