



# CITY OF PATASKALA

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Human Resources Officer
<b>STARTING PAY RATE:</b>	\$25.00 per hour (est. 20-25 hours per week)
<b>DEPARTMENT:</b>	Administration
<b>POSITION REPORTS TO:</b>	City Administrator
<b>NUMBER OF OPENINGS:</b>	One (1)
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS :</b>	Unclassified
<b>EMPLOYMENT TYPE:</b>	Part-time

### **JOB DESCRIPTION:**

#### **General Purpose of Position**

Effectively deliver comprehensive Human Resources (HR) services to all City of Pataskala employees. Maintain the HR department's stability, confidentiality and excellent customer service at all times. Answer questions, research issues, and provide assistance and input. Transmit management decisions and directives as necessary.

### **ESSENTIAL FUNCTIONS:**

The incumbent in this position shall be responsible for the following:

1. Manage the city's employee hiring and retention processes. This includes drafting and placing employment ads, screening applications, scheduling and conducting interviews, presenting job offers, and ensuring pre-employment background checks and drug screens are conducted. Also responsible for conducting exit interviews with employees terminating their employment with the city.
2. Develop, implement and maintain citywide personnel policies and programs, and advise administrative staff of applicability of such policies and programs.
3. Provide guidance and counsel to the City Administrator, department heads and staff on HR issues, interpretation of policies and procedures, ensuring compliance. Lead investigation and resolution of employee complaints, and coach department heads and management team on appropriate intervention and resolution of employee relations issues by using progressive coaching techniques.

4. 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.
5. Oversees and administers the activities and claims of the BWC program in coordination with the city's TPA (currently CompManagement); oversees the drug and alcohol testing programs; monitors compliance with ADA, FMLA, ACA and FSLA regulations and responds accordingly.
6. Maintain the city's human resources portal (e.g. HR system), including maintaining employee dependent and emergency contact information, etc.
7. 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.
8. Create, maintain and secure all personnel, confidential and medical files, and serve as primary holder of such information. Serve as primary point of contact for requests for information from employee files such as commendations, records of discipline, etc.
9. Address employees day-to-day HR-related questions, concerns, and issues, as well as maintain a close, accessible relationship with employees.
10. Maintain updated employee position descriptions, ensuring that they reflect current responsibilities and requirements.
11. Maintain the city's position class and compensation scales, ensuring that positions are appropriately graded and compensated for the responsibilities, requirements and authority. 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.
12. Implements and manages an employee performance evaluation system; researches and recommends revisions to employee performance evaluation; develops and implements training for supervisors and directors on employee evaluation system. Ensure that employee evaluations are completed in a timely manner and filed appropriately in personnel files.
13. 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

#### **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. PHR or SPHR certification preferred;

- Must have excellent oral and written communication skills;
- Must be able to maintain strict confidentiality;
- 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; and
- Must have a general working knowledge of computers.

### **SKILLS**

- Provide appropriate guidance regarding HR-related matters;
- Customarily and regularly use tact, discretion, initiative and independent judgement within established guidelines; maintaining confidentiality;
- Organize work, set priorities, meet deadlines, and follow-up on assignments with a minimum of direction;
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate policies, procedures and protocols;
- Communicate clearly and effectively, both orally and in writing;
- Use of personal computer, web-based applications and other modern standard office equipment; and
- Proficient in the use Microsoft applications such as Word, Excel, PowerPoint and Outlook.

### **SPECIAL REQUIREMENTS**

- Must be available to work during other than normal business hours;
- Will be required to carry a city cell phone; and
- 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: Friday, April 14, 2017

The City of Pataskala is an equal opportunity employer