

CITY OF UNALASKA

Position Description

Job Class: Exempt	Job Title: Human Resources Manager
Supervisor: Assistant City Manager	Department: Administration
Wage Grade: 13	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: Non-Union
DEPARTMENT REVIEW	
Submitted By: Aimée Kniazowski	Date: May 10, 2008
Reviewed By: <i>[Signature]</i>	Date: <i>Jun 27, 2008</i>
HR Approval: Aimée Kniazowski	Date: May 10, 2008

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, successful completion of pre-employment drug screening, and reference/background check; job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description outlines the general requirements and duties of the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **05-2008**

What is the overall purpose and objective of this position (why does this position exist)? **Performs a wide variety of complex administrative, technical and professional work in directing and supervising the Human Resource systems and functions of the City of Unalaska, including classification, compensation, recruitment, selection, and training.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list does not reflect the ranked importance of each responsibility or the main functions of the job.

- **Manages and supervises human resource division for the City within the Department of Administration to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.**
- **Provides leadership and direction in the development of short- and long-range plans relating to human resources; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates personnel-related activities with other departments and organizations as needed.**
- **Provides professional human resource advice, based on documented research, to City officials; makes presentations to the City Council and other groups as needed.**
- **Communicates official plans, policies, and procedures to staff and to the public with approval of Assistant City Manager and/or City Manager.**
- **Assures that City-related human resource work is performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; prepares annual division budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.**
- **Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies, procedures.**
- **Maintains harmony among workforce and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.**
- **Prepares a variety of studies, reports and related studies to be used for decision-making purposes.**
- **Counsels and advises employees, supervisors, and Directors on personnel issues such as employee performance, disciplinary actions, progressive discipline, and necessary documentation; conducts and writes final reports of all personnel investigations in the City.**
- **Develops and manages the recruitment, interview, and selection of employees to fill vacant positions citywide.**

- Oversees the City's recruiting process through preparation of job descriptions, job postings, and advertising to fill vacant positions.
- Interprets and communicates labor contract provisions for Directors, supervisors, payroll personnel, and employees; oversees implementation of collective bargaining agreements.
- Plans and conducts new employee orientation to foster positive attitude toward organization goals.
- Maintains paper and electronic records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Conducts wage and benefit surveys within labor market to determine competitive wage rates.
- Prepares and administers budget of human resources operations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and employee turnover.
- Plans and directs implementation and administration of employee benefit programs.
- Represents management in negotiating collective bargaining agreements.
- Represents City at personnel-related hearings and investigations.
- Conducts internal training programs on such topics as new supervisor training, sexual harassment, workplace safety, substance abuse awareness in the workplace, and how to prepare effective employee performance appraisals; maintains records of employee training; evaluates effectiveness of training on routine basis.
- Contracts with outside suppliers to provide employee services, such as training.
- Maintains applicant data records for hired employee and applicants required for governmental reporting purposes; supervises administration of Affirmative Action reporting and requirements.
- Directs preparation and distribution of written and verbal information to inform employees of benefits programs such and insurance plans, pension plans, personal leave time, airfare allowance, and special employer sponsored activities, etc.
- Reviews and analyzes existing personnel policies and recommends changes to the Assistant City Manager and City Manager.
- Oversees efforts of Directors and supervisors and approves hiring documentation, evaluations, disciplinary actions, probationary extensions, and other personnel issues prior to final action.
- Consults with legal counsel to ensure that policies comply with local, federal, and state law.
- Supervises administration of substance abuse testing program.
- Notifies employees and labor union representatives of changes in benefits programs.

Recommended Human Resources Manager Job Description

Wage Grade 13

May 2008

of 8

- **Directs performance of administrative functions such as updating records and processing personnel actions.**
- **Is responsible to keep City management informed of local, state and federal policy regarding equal employment opportunities, compensation, and employee benefits.**
- **Maintains a human resources information system (HRIS) that meets information and report writing needs.**
- **Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.**
- **Routinely studies legislation, arbitration decisions, and collective bargaining contracts to assess trends and analyze possible impacts to the City.**
- **Works with departments to develop annual travel and training plans and monitor to ensure plans are followed and meet budget requirements; reviews all travel requests prior to approval by City Manager.**

Is this position closely, moderately, or minimally supervised? **Minimally.**

Please explain: **Position requires considerable independent judgment. Works under the broad policy guidance of the Assistant City Manager.**

Does this position have access to confidential information? Yes No If yes, please provide detail. **Position has possession of and access to personnel, and medical files. Has access to grievances, employee disciplinary actions, workers compensation claims, and information pertaining to legal suits.**

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **Position has indirect access through use of PA's and PR's. Responsible for approval of annual airfare allowances for all employees. Limited fiscal responsibility of funds budgeted for HR division.**

Is it important to this position that the employee be able to communicate fluently in English? Yes No If yes, please explain. **Must have the ability to communicate verbally and in writing to City employees, the public, City officials and a variety of vendors and consultants while responding to a wide variety of requests. All City business, written and verbal, is conducted in English.**

What are the minimum qualifications necessary for this position?

- **Four-year undergraduate degree from an accredited four-year college or university in Human Resources Management, Public Administration, or a related field required.**
- **At least three years supervisory experience, preferably in the public sector.**
- **Demonstrated experience with labor negotiations and management of unionized**

workforce.

- **Five to seven years of progressively responsible experience in a human resource capacity required.**
- **Valid Alaska Drivers License or ability to obtain one within 90 days of employment.**
- **HR related certifications or other combinations of education and experience that provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Graduate degree from an accredited college or university with a degree in Human Resources Management, Public Administration, or closely related field.**
- **Previous public sector work experience.**
- **Professional certifications such as CHRP preferred.**
- **Alaskan experience preferred.**

List the necessary knowledge, any special training, skills, and abilities to qualify for this position.

- **Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation, and benefits, recruitment, selection, training, and labor relations.**
- **Advanced knowledge of the principles and practices of employment supervision, including employee development, labor contract requirements, performance evaluations, and progressive discipline.**
- **Considerable knowledge of federal and state employment law and labor law requirements.**
- **Ability to analyze data and comprehensive reports.**
- **Ability to identify employee training needs and activities to improve employees' professional skills, abilities, and performance.**
- **Ability to participate in and conduct meetings with staff, public, and private citizens.**
- **Specialized knowledge of the principles and practices of departmental functions and operations, including research and data analysis.**
- **Ability to design, organize, and conduct studies and present the results of such studies.**
- **High level of skill in the review and development of City and departmental policies and procedures to ensure consistency with requirements of labor agreements, City code, and various laws; knowledge of and ability to interpret, and recommend changes to City and departmental policies and procedures.**
- **Experience with administration of Affirmative Action reporting and requirements.**
- **Excellent written and oral communication skills, problem-solving skills, and**

interpersonal skills.

- **Strong organizational skills and ability to establish priorities.**
- **Knowledge of rules, regulations, policies, procedures and terminology used in a government environment.**
- **Skilled in establishing and maintaining productive working relationships with employees, City officials, and labor unions.**
- **Ability to work with the public in a courteous, efficient, and professional manner.**
- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Working knowledge of applicable State and OSHA safety regulations.**
- **Must have high ethical standards and demonstrate the ability to maintain confidentiality and security.**
- **Ability to maintain professional manner when under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Knowledge of office practices, procedures, and general office equipment.**
- **Knowledge of general record keeping, filing systems and legal requirements of the same in a Human Resources department.**
- **Must be proficient in a Windows environment, including word processing, spreadsheets and database software.**
- **Ability to learn, use, and maintain an HRIS.**
- **Must be able to operate a City automobile.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="radio"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	<input type="radio"/>

Describe the requirements of this position which make these factors important:

Position responds to a wide variety of requests and demands, often of a non-routine nature. Must be able to effectively communicate a wide variety of policy and procedural standards and decisions, analyze data, and write reports and other types of correspondence. Must be able to listen to employee and management requests and evaluate a proper course of action.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position?

Crouching	X	
Crawling	o	
5. Speaking	X	Verbal communication to employees, City Officials, public, vendors, legal council and consultants.
Hearing	X	
6. Seeing	X	Needed for written communication, driving and processing paperwork.
Depth Perception	o	
Color Vision	o	

HISTORY SUMMARY

- 7-2001 Put description into current format. Included probationary period on first page. Changed "Department Head" to "Director" approval on Page one. Included updated drug testing and required certification and licenses language. Position will be changed from Non-Exempt to Exempt. Wage grade will be reduced from 12 to 10. Job Title from Personnel Officer to HR Manager.

- 08-2005 Job description revised to be consistent with most recent format. Included standard language for necessary knowledge, technical skills, etc. Included selection guidelines. Minor language changes to essential duties and responsibilities. Clarified access to City funds. Included supervisory experience as a requirement and public sector experience as preferred.

- 05-2008 Increased minimum and preferred hiring requirements consistent with reclassification of Position to WG 13. Added tasks and defined essential skills, knowledge, and abilities to be consistent with increased autonomy and professional requirements.