

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 33-17
POSTED: 07/20/17, 2:00 p.m.
EXPIRATION: 08/15/17, 4:30 p.m. or until filled
TITLE: Human Resources Manager (Position Code #1530)
SALARY: \$95,000 - \$140,000
DEPARTMENT: Administrative Services
DIVISION: Human Resources

GENERAL PURPOSE

Responsible for managing Human Resources and providing administrative support to city management. Provides guidance and leadership with respect to organizational development, risk management, policy development and administration, employee and labor relations, employee benefits, and employee communications in support of the goals and objectives of the city, as well as general management assistance. The position is responsible for the supervision of the Human Resources Department and its personnel. Reports directly to the Administrative Services Director. Functions independently, referring specific problems to supervision only where clarification or interpretation of city policy is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruitment, Hiring, On-Boarding, and Exit

Develops and supervises hiring procedures including posting and advertising job openings; processes applications.
Researches, recommends, and implements enhanced selection procedures.
Oversees the arrangement and conduct of interviews, background checks, and employment physicals as required.
Supervises collection and maintenance of all documentation related to employee recruiting, hiring, and on-boarding.
Supervises the collection and maintenance of all documentation related to employee exits.
Supervises the new employee orientation program.
Conducts employee exit interviews.
Responds to unemployment claims, represents the city in unemployment matters; manages the unemployment savings program; coordinates with the third party administrator.

Insurance and Benefits Administration

Negotiates all insurance contracts including health, dental, life, vision, and supplemental life.
Supervises open enrollment program and ongoing employee changes.

Human Resources Manager

Analyzes plan design options and makes recommendations with respect to changes and improvements.

Supervises the administration of health insurance, dental insurance, life insurance, long term disability insurance, and COBRA.

Supervises the maintenance of all coverage records and files; verification of payroll deductions; calculation and verification of all bills.

Serves as IMRF authorized agent/liaison for retirement program and deferred compensation programs.

Organizational Development

Manages organizational development strategies and processes.

Assesses organizational needs of all City departments.

Leads the design, development, and implementation of programs, policies, and strategies tailored to meet organizational development needs.

Evaluates strategies and programs to measure the achievement of established goals.

Assists with the provision of expert facilitation and coaching to supervisors, managers, and directors regarding organizational development methods and tools.

Manages the individual development planning process for directors, managers, key employees, and emerging leaders.

Provides consulting to all departments regarding mentoring.

Employee and Labor Relations

Administers and interprets various labor agreements.

Administers grievance procedures.

Provides labor relations support during contract negotiations.

Acts as a liaison between department managers and union representatives.

Manages and resolves complex employee relations issues.

Conducts effective, thorough, and objective investigations.

Provides assistance and counsel to managers and supervisors regarding personnel practices, policy, and employment law.

Serves as liaison for the City's Police and Fire Board and attends meetings.

Compensation and Performance Management

Administers the compensation of employees; analyzes and evaluates compensation practices; recommends pay and benefit adjustments.

Supervises the participation in and conduct of both exempt and non-exempt salary surveys to ensure corporate compensation objectives are achieved.

Keeps apprised of federal, state, and local compensation laws and regulations in order to ensure compliance.

Provides day to day performance management guidance to managers and supervisors, including coaching, counseling, career development, disciplinary actions, performance improvement plans, and terminations.

Develops and administers the employee evaluation program, prepares and advises management on performance appraisals.

Monitors institutional efficiency and works to implement policies and practices which are designed to maximize workplace efficiency and quality customer service.

Risk Management

Acts as Risk Manager for the City.

Responsible for insurance policy renewal and review.

Human Resources Manager

Negotiates with carriers, coordinates with third party administrators and broker, communicates information to City employees, and implements new and renewed policies on an annual basis.

Serves as the Safety Officer.

Coordinates the Employee Safety Committee.

Maintains the safety manual.

Ensures compliance with respect to all State and Federal laws.

Supervises the administration of worker's compensation claims internally and works directly with worker's compensation insurance; oversees annual report.

Policy, Recordkeeping, and Compliance

Implements and interprets personnel manual.

Maintains in depth knowledge of legal requirements related to Human Resources day to day management of employees, reducing legal risks and ensuring regulatory compliance.

Assists employees with all personnel policy related issues, grievances, and other work related injuries.

Ensures compliance with respect to State and Federal laws.

Supervises maintenance of confidential employment files per State and Federal requirements.

Provides guidance on employment matters to the City administration.

Assists and advises the City Council on Human Resource related issues and attends meetings as requested.

Interacts with other area human resource departments, establishing communications and exchanging information as necessary.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, Psychology, Public Administration, Business or related field required.

A minimum of seven years of progressive administrative experience in Human Resources management or public administration, including supervisory responsibilities.

Current PHR certification.

PREFERRED QUALIFICATIONS

Master's degree in human resources management (or related field)

Current SPHR certification

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles, methods, and practices of human resources administration.

Skills in oral and written communications, interviewing and counseling techniques, and training/instruction.

Knowledge of principles, methods, and procedures used in recruitment and selection, classification and compensation development and administration.

Knowledge of investigation techniques and follow up for harassment complaints and on the job injuries.

Knowledge of applicable Federal, State and local employment-related laws and regulations.

Knowledge of statistical concepts and research methods.

Ability to analyze, recommend and interpret city personnel programs and policies.

Human Resources Manager

Ability to collect, compile and analyze information & data and to translate observations & results into clear, concise reports & recommendations.

Ability to establish and maintain effective working relationships.

Skills in problem-solving and intervention.

Skills in making group presentations and facilitating group discussions.

Ability to meet deadlines.

Ability to analyze data, identify patterns, draw logical conclusions and effectively solve problems.

Ability to prepare complex analytical, technical and operational reports.

Ability to proofread and check documents for errors.

Ability to operate commonly used computer software systems.

Reliable attendance, punctuality and availability are essential to this position.

Ability to maintain mental focus in a fast-paced, multi-tasking environment and work over 40 hours per week as needed.

Ability to communicate orally and in writing.

Assists with the development of the departmental budget.

SPECIAL REQUIREMENTS

Must possess a valid State of Illinois motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Telephone, personal computer with appropriate software, copy machine, fax machine and any other equipment that may come into common use or be necessary to perform needed tasks.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER