

POSITION DESCRIPTION

Class Title: Director of Human Resources
Department: Administrative Department
Worker's Comp: 054
Original Date: October 1, 1994

GENERAL DESCRIPTION AND PURPOSE OF WORK

Proactively identifies and implements opportunities to integrate Human Resource programs, policies and procedures with the direction, vision, and goals of the Town Manager.

Performs professional level work managing the areas of personnel policy, job classifications and descriptions, employee compensation plans, wage salary and benefits administration, compliance standards, training programs, talent recruitment strategies, employee retention strategies, performance evaluation, and maintaining positive employee relations.

Responsible for policy and general oversight relating to hiring, onboarding, offboarding, payroll and essential administrative functions of the department.

The Human Resources Director serves as a key communication officer for the Town Manager. Issues memorandums, letters and communication to town staff using email, written correspondence and marketing materials when needed.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

Supervises two (2) employees of the Human Resources Department. This includes the Human Resource Assistant and Human Resources Assistant/Payroll Technician positions.

TYPICAL TASKS & RESPONSIBILITIES

- Assists and advises Town Management, Town Attorney, Town Council, and Department Heads on professional personnel management.
- Provides professional guidance on matters relating to personnel. Oversees discipline proceedings and manages employee investigations. Assists Department Heads with discipline related matters.
- Updates, edits, and writes personnel policies and advises management on best practices for employee relations and legal compliance.
- Responsible for the long-term maintenance of personnel records and employee files to

meet both mandatory requirements and industry standards.

- Review and update job descriptions in partnership with the Department Heads.
- Assists in the annual planning and budgetary inputs for personnel line items as it relates to departmental operating budgets.
- Maintenance of the Town's position control system and provides general oversight over organizational personnel costs and the organizational chart.
- Oversight of the employee benefits program. Ensures that annual planning and cost/performance evaluation of the town's benefits programs is conducted on a regular basis. Provides guidance and direction for employee communications relating to compensation/benefits and oversees the delivery of the compensation benefits to employees. Serves as the primary contact for third party benefits providers and maintains positive relations with benefits providers.
- Develops employee recruitment marketing material packets and professional templates for department literature.
- Maintains official job board list for each position to ensure that job postings are widely distributed and reaching quality candidates.
- Oversees the Workman's Compensation program and ensures that reporting requirements are met. Maintain OSHA 300 and 300A Logs.
- Oversees the Virginia Retirement System (VRS) contributions and reporting requirements. Serves as the organizational contact for VRS and related benefits.
- Serves as the organizational liaison for Virginia Occupational Safety and Health. Serves as the Safety Coordinator for employee education and other programs relating to health and safety. Includes annual Risk Management Reporting for insurance and other reporting needs.
- Serves as a risk management coordinator for employee injuries and actively works to reduce employee injuries and town losses. Leads the team in proactive risk management policies and practices to reduce town risk and liability.
- Counsels employees as needed for any employee relations issues and serves as a mediator and/or facilitator for employee conflicts.
- Oversight over the Town's comprehensive training program for employees. Works with Department Heads to ensure compliance with training requirements.
- Writes and administers personnel policies and procedures. Maintains the personnel manual and is responsible for regular updates as needed.
- Reports to Town Council in partnership with the Town Attorney and Town Management to communicate any required changes to personnel policy and other personnel topics as needed.
- Interprets and ensures compliance with all state and federal laws and regulations including FLSA, FMLA, EEO, ADA, HIPAA, IRS regulations, COBRA and other as applicable. Responsible for reporting to local, state, and federal organizations as required by law.
- Provides regular assessment of staff resources and organizational structure to meet current and future needs. Provide guidance to Town Management on efficiency improvements as it relates to personnel management.
- Manages special projects and other duties as assigned by Town Management.
- Provides guidance and support to the employees in the Human Resources Department.

This includes learning about and becoming proficient in all of the tasks and roles required of the department, including basic administrative and payroll functions. Serves as a backup to those employees when/if needed to keep the department functional.

EDUCATION AND EXPERIENCE

Preferred. Bachelor's degree from an accredited college or university in human resource management, public administration, or related field. Equivalent amount of training and experience will be considered in lieu of college or university degree.

Extensive (5+ years) experience in human resource management preferred. Candidate must have knowledge of basic human resource functions, with prior experience in a human resource or personnel office.

Professional Certification. Requires either a PHR, SPHR, IPMA-HR, HRCI or related certification or ability to obtain HR certification within one (1) year of hire date.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the philosophies, principles, and practices of public personnel administration, including but not limited to, job classifications, compensation programs, training, and employee relations.
- Comprehensive knowledge of the qualifications and characteristics of major occupational groups and job families.
- Knowledge of local governmental organization and administration.
- Comprehensive knowledge of and experience with federal and state laws and regulations applicable to public employment.
- Ability to establish and maintain effective working relationships with other Town officials, employees, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to record and organize statistical and financial data, apply logical sequence to the analysis and resolution of an issue.
- Ability to analyze and assess complex issues and provide appropriate guidance and direction to management.
- Ability to plan, supervise and review the work of professional, technical, and clerical staff.
- Skills in negotiation, conflict resolution and problem solving.
- Ability to maintain confidentiality and protect sensitive information.
- Professional demeanor with emotional intelligence and ability to navigate stressful and challenging topics with professionalism.

TOOLS AND EQUIPMENT USED

Standard office computer systems, Microsoft Office suite of products, Phone system

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and to reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken work; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.

WORK ENVIRONMENT:

The work environment described here is representative of the environment an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work office is located indoors and is located at the Town of Wytheville, Municipal Offices. 150 East Monroe Street, Wytheville, VA. The position may require occasional travel to other departments located within the Town and when required, the position may require out of town travel for work related conferences, trainings, etc.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required. The duties listed above are examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Date: _____

Effective Date: October 1, 2002

Revision History: August 21, 2002
October 1, 2002
August 15, 2013
December 20,2022