



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE:	Human Resources Director
DEPARTMENT:	Finance
FLSA STATUS:	Exempt
SALARY GRADE:	Grade K
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Human Resources Director serves as a member of the management team. This role performs a variety of professional, confidential, and analytical functions including, but not limited to, organizational development, recruitment, selection, retention, compensation, benefits, employee relations, EEO & ADA compliance, policy development, payroll, and reporting. The Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. The Director is expected to work autonomously within the parameters set forth by the Deputy City Manager and City Manager.

ESSENTIAL JOB FUNCTIONS:

- Works as part of the Management team to implement City Manager goals as directed by Council as it relates to HR disciplines.
- Manages all HR disciplines including employee relations, compensation, recruitment, leaves of absence, HRIS, Payroll, Training and Workers' Compensation.
- Development and implementation of DEI strategies.
- Utilize organizational development techniques to develop long range city-wide staffing needs and employee development strategies with the department directors and mgmt. team.
- Create and develop HR training materials and classes for all employees in the city.
- Responsible for managing all aspects of recruitment; identifying future hiring needs, designing job descriptions, sourcing candidates, conducting interviews, management requisition process while keeping abreast of employment law and legislation.
- Revise and develop HR and citywide policies, processes, and procedures
- Conduct HR Reviews and handle employee relations situations which may include intensive investigative processes.
- Provides advice and guidance to City Manager, department directors, managers and supervisors on personnel issues and state/federal laws.
- Provides information and guides employees through the new hire orientation, personnel handbook, separation process and retirement process.
- Responsible for the overall payroll functions for the city, including management of the Accounting Clerk who is responsible for the processing of monthly payroll. Prepare and maintain accurate payroll documents, and submits payroll related reports, including quarterly 941 reports as required by the IRS, State of Oregon, or other agencies.

- Manages, coordinates, and monitors all employee leave activities, including FMLA, OFLA, and Workers' Compensation; This includes detailed verbal and written communication with employees and managers regarding these absences. Consults with legal counsel when necessary.
- Review, develop, recommend, and communicate City employment policies, practices, and compensation and benefit structure; Communicates new/changes to existing benefits to employees in writing or verbally.
- Prepares, organizes, and completes the renewal or open enrollment process for health and supplemental insurance benefits annually.
- Serves as a member of the negotiation team during the collective bargaining process; Projects costs and drafts proposals for review by the negotiation team; Reviews, interprets, and applies policies and procedures set forth by association contacts.
- Represents City at personnel related hearings and investigations; Along with Assisting o Department Directors and City Manager with managing the grievance process.
- Coordinates and participates in the Wellness, Safety, and Benefit Committees; Monitors and records all OSHA incidents and prepares annual reports.
- Provides appropriate and effective employment services internally and externally.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

JOB SPECIFICATIONS:

Education and Experience:

- Bachelor's degree in public administration, human resources, business management, or a closely related field, Master's degree preferred.
- Five to eight years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Professional in Human Resources certification preferred.

Necessary Knowledge, Skills and Abilities:

- Strong knowledge of laws, regulations, and practices involved with all disciplines of the Human Resources field, in particular employee relations, compensation, employment and organizational development.
- Ability to analyze a variety of Human Resources issues and make sound recommendations and decisions; Must have the ability to work independently with minimal direction.
- Must be able utilize excellent communication and de-escalation skills to handle employee conflict situations.
- Strong people management experience to handle employee grievances and disputes, support employee development, and enhance employee job satisfaction.



CITY OF SANDY JOB DESCRIPTION

- Ability to design and implement programs including DEI, onboarding, HR strategies, forecasting staffing needs, mitigating risk, structuring benefit packages, maintaining employee records, and designing accountability mechanisms.
- Must have exceptional written and verbal communication skills to work effectively with public government officials, government agencies, community groups and heads of other departments within the municipal, county and state governments.
- Must have a strong computer and software knowledge for handling and accurately processing large volumes of data within strict, unalterable timelines; understand and determine insurance eligibility rules; accurately use automated payroll systems, word processing software and database programs. This includes report generation and development of tracking related to recruitment, leaves of absence, compensation, payroll, benefits, workers compensation and all other areas of HR including the employee intranet.
- Ability to interpret, communicate and disseminate information related to HR policies.
- Advanced knowledge of office software, including Microsoft and Google Office Suite.
- Establish and maintain cooperative working relationships; ability to communicate effectively, both verbally and in writing.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

SUPERVISION RECEIVED:

Works under the direction of the Deputy City Manager.

SUPERVISORY RESPONSIBILITIES:

This position is responsible for supervision of the Accounting Clerk as it pertains to the payroll related portion of their position.

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 job functions.

- Frequently required to sit, stand, talk and/or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.



CITY OF SANDY JOB DESCRIPTION

- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those 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.

- Work is performed mostly in an office setting in a well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Tyler Deems

Deputy City Manager

Adopted: 10/2021

This 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.

Employee

Date