CITY OF LA PORTE
HUMAN RESOURCES MANAGER
JOB DESCRIPTION

FLSA CLASSIFICATION: Exempt	PAY GRADE: 031

DEFINITION

Plans and directs human resources activities to ensure timely availability of qualified personnel, and implementation of sound human resource policies and practices. Manages daily operations of the Human Resources Division and serves as Privacy Officer for the City of La Porte Employee Health Plan. This position provides complex technical and responsible staff assistance in personnel matters; performs varied and responsible operational and administrative duties related to the City's human resources, risk management, safety and civil service programs, in a fast paced office environment. Presents information to City Management and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager or the designated Assistant City Manager.
Exercises direct supervision over Human Resources support staff.
Delegates various tasks to support staff.

ESSENTIAL JOB FUNCTIONS

Attendance is an essential function of this position.

Establish and maintain comprehensive benefit programs to ensure that a competitive advantage is maintained for employment and morale purposes.

Administer wage and salary programs and policies to attract and maintain a competent employee base.

Provide counsel/advice and guidance to staff and supervision on legal and regulated matters to assure the company complies with various regulatory agencies and guidelines (EEOC, TWC, FMLA, HIPAA, etc.).

Provide direction and training support in developing and establishing employee educational assistance programs to upgrade managerial, technical, and support-level productivity and to develop employees for future advancement/job opportunities.

Maintain contact with outside agencies (i.e., legislature, chamber of commerce, etc.) to stay abreast of outside influences that may affect company business strategies and activities.

Hires, trains, supervises and evaluates support staff.

Prepares and monitors budgets including Human Resources, Employee Health Services and other insurances funds.

Conducts investigations of employee complaints and follow up documents.

Attend meetings (Executive Staff, City Council, Human Resources related etc. as needed with or as a representative of Department Director.

Prepare and process personnel action documents related to hiring, salary adjustments, retirements, terminations, civil service, safety, and risk management matters.

Oversee occupational injury reports and records; oversee the processing of Worker's Compensation claims and related actions.

Advise and counsel managers and employees regarding documentation and due process issues.

Supervise preparation of entrance and promotional examinations including civil service.

Oversight of the City’s safety and risk management programs.

Coordinates and manages all privacy requirements outlined under City of La Porte Employee Health Plan Privacy Policies and Procedures.

Ensures the integrity of the human resources information system database. Ensures security of employees' personnel files and other personnel information.

Performs related duties and special projects as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; writing; typing; standing; sorting; filing; sitting; seeing; lifting and carrying up to 20 pounds; reading; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of a personal computer, calculator, copier, and printer, operation of a vehicle in city traffic.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment.
Microsoft Office 2000 (Word, Excel, Outlook, Access).
IBM AS/400 and HTE Software.
Human resources and employment laws, including, but not limited to EEOC, ADA, HIPAA and FLSA.
Principles of supervision, training, and performance evaluations.

Ability to:

Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
Plan, coordinate and organize work to meet deadlines.
Establish and maintain an effective employee development program.
Analyze situations and adopt an effective course of action.
Work cooperatively with other departments and outside agencies.
Post data and make decisions in procedural matters without immediate supervision.
Prepare and maintain accurate and complete records and reports.
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Bachelor's Degree in Human Resource Management, Industrial Relations, or related areas, highly preferred.
A minimum of eight (8) years of human resource generalist experience with three years or more progressively responsible management and supervisory experience.
Excellent planning, organizational, analytical, leadership, and oral and written communication and Professional Human Resources Certification is desirable.

The City of La Porte is an Equal Opportunity Employer
of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date