



City of Findlay

HHR Job Title:	Human Resources Director	Job Category:	EEO-1
Department/Group:	Human Resources/Mayor's Office	Tested	No
Exempt:	Yes	Classified:	No
Level/Salary Range:	\$80,000 - \$110,000/Annually	Position Type:	Full-Time
Appointed:	Yes	Hours:	8:00 a.m.-5:00 p.m.

Summary

The incumbent is a Mayoral appointee and will create and implement organizational and workforce development strategies and operational systems that support and promote the strategic direction of the City. The Director will establish, enact and oversee highly complex leadership objectives that intertwine with those of the Service-Safety Director and support the vision of the Mayor and City leadership.

Job Description

JOB SUMMARY

The Human Resources Director provides counsel to City staff and Department managers for resolution of HR issues, interprets and administers policies and agreements. Additionally, the Human Resources Director provides direction for all human resource activities to include recruitment, retention, compensation, benefits, employee records, employee relations, training, workers' compensation, legislative compliance and policy implementation and enforcement.

ESSENTIAL DUITES AND RESPONSIBILITIES – The list of essential functions, as outlined herein, is intended to be representative of the tasks within multiple, but not all, public sectors. During the evolution of strategic management, functions could be shifted amongst the city officials. The list of duties and responsibilities is not exhaustive and may be modified by the Mayor at any time.

- Assists the Mayor in providing additional focus on human capital, training and workforce development processes, improved internal and external customer satisfaction, growing civic engagement and communication, continuing innovative partnerships, and identifying and deploying best practices.
- Guides, manages and evaluates department management to include directing all human resource functions to ensure the accomplishment of department timelines, goals and objectives.
- Ensures the development, evaluation and implementation of policies and procedures for human resources to promote maximum efficiency and effectiveness throughout the City.
- Conducts formal and/or informal research in addition to procedural and administrative studies in evaluating and enhancing human resource functions, with the goal of attaining or exceeding industry standards and best practices for human resource processes – Director formulates and implements recommendations based on findings.
- Develops or assists in developing interview questions; conducts interviews for all Service Departments and assists with rating and evaluation applicants for suitability.
- Manages workers' compensation at the organizational level; communicates with third party administrator (TPA) managed care organization and Bureau of Workers' Compensation (BWC) on a weekly basis to manage claims. Meets with TPA and MCO virtually or in person once every quarter to discuss status on claims.
- Manages FMLA processes and serves as the City's ADA coordinator.
- Schedules meetings, schedules guest speakers and provides guidance for the health insurance committee.



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- Evaluates and improves selection procedures, hiring practices, compensation practices, employee group health and life insurance plans, wellness and training and organizational development programs – Director will make cost savings and quality improvement recommendations.
- Creates and implements systems to confirm employee certification and credentialing are verified in all sectors – Director will create internal training initiatives to guarantee investment in employee training development and organizational improvement.
- Leads all planning, timelines and coordination of programs to include recruitment and selection, compensation, employee assistance, records management, organization development, agency surveys, citizens services and community relations.
- Coordinates with departments to define recruitment needs and timelines; prepares advertisements and develops applicant screening criteria and evaluation instruments.
- Ensures processes are in place to comply with federal, state and local laws and regulations related to employment and internal policies and procedures.
- Develops and maintains performance appraisal system and trains managers on goal setting, leadership and communication as they relate to the City's mission, vision and values.
- Works with Mayor, Service-Safety Director and other City leaders to develop and implement external communications strategies that highlight the success of internal improvement and citizen services.
- Supports the Mayor and relevant City leadership efforts to increase civic engagement and growth of the spectrum of innovative partnerships emerging from the City's strategic initiatives.
- Provides coaching and guidance to department heads and supervisor's in the areas of human resources policies, practices and procedures; labor relations and collective bargaining agreements; professional development, training and performance management.
- Mediates employee relations issues and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism. Assures the consistent interpretation and application of federal, state and City rules, regulations, policies and procedures.
- Partners with Mayor and Service-Safety Director to manage sensitive and controversial issues- Director calls upon subject matter experts, containing all issues with a comprehensive strategic approach.
- Participate in union negotiations.
- Performs other duties as required.

LICENSES AND CERTIFICATIONS

Valid Ohio Driver's License if City vehicle is used

Human Resources Certification Institute (HRCI) certified Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) and/or Society of Human Resources (SHRM) SHRM-CP or SHRM SCP certification(s) are highly desired.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree (Master's Degree preferred) in Human Resources, Public Administration, Business Management, or other related field from an accredited institution with six years of experience in the Human Resources field; or equivalent combination of education and experience.

LANGUAGE SKILLS

Exceptional oral and written communication skills. Ability to read, analyze, and interpret complex documents. Ability to advise and respond effectively to sensitive and complex inquiries or complaints documents. Ability to advise and respond effectively to sensitive and complex inquiries or complaints from management, union leaders,



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employees, citizens, regulatory agencies, or members of the business community. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to senior management, City Council, or public groups.

OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES

- Broad knowledge and experience in employment laws, compensation, benefits, employee/labor relations and training and development.
- Through knowledge and understanding of employment law, City ordinances and state statutes relevant to areas of public sector Human Resource administration.
- Ability to communicate effectively, orally and in writing, and establish and maintain effective working relationships with City employees, union representation, management, division and department Heads, the Mayor, City Council and the public.
- Ability to implement change in a positive and productive manner.
- Ability to evaluate the HR organizational structure to ensure continuous improvement in the effectiveness and efficiency of employees in delivering services.
- Ability to negotiate with a variety of people with differing opinions and interests.

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 regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to focus. The employee may lift up to 20 lbs.

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 will normally be performed indoors protected from external weather conditions.

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