



CITY OF ALTOONA, IOWA
Invites applications for the position of:

Human Resource Director

SALARY RANGE: \$94,836 - \$134,981

OPENING DATE: 08-08-2022

CLOSING DATE: 09-16-2022

INFORMATION:

The City of Altoona is accepting applications for Human Resource Director.

Interested candidates need to complete a City of Altoona employment application, resume and cover letter.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Performs administrative and management tasks in carrying out the programs and activities of the City's Human Resource department under the general direction of the City Administrator. Exercises significant independent judgment and initiative to administer and coordinate a comprehensive municipal government human resources program; and performs related work as required. All duties are in support of the City's strategic direction and in compliance with all applicable state/federal laws, resolutions, and City policies.

ENTRY REQUIREMENT AND SKILLS:

Graduation from an accredited college or university with a degree in human resource management, business administration, or six to eight years of local government experience in the human resource profession.

Post offer employment physical and drug screen and background check required.

HOW TO APPLY:

Applicants should complete and submit a city application available at <http://www.altoona-iowa.com/i-want-to/find-job-openings/> **AND** submit a resume and cover letter specifying interest to City of Altoona, Attn: Kris Penquite, 900 Venbury Drive, Suite A, Altoona, Iowa 50009. Please include current mailing address, phone number(s), and e-mail address.

Equal Opportunity Employer



HUMAN RESOURCE DIRECTOR

REVISION DATE:
August 2022

BARGAINING UNIT:
MANAGEMENT

PAY MATRIX:
SALARIED

FLSA CLASS:
EXEMPT

REPORTS TO: CITY ADMINISTRATOR

DIRECT REPORTS: NONE

POSITION SUMMARY:

Performs administrative and management tasks in carrying out the programs and activities of the City's Human Resource department under the general direction of the City Administrator. Exercises significant independent judgment and initiative to administer and coordinate a comprehensive municipal government human resources program; and performs related work as required. All duties are in support of the City's strategic direction and in compliance with all applicable state/federal laws, resolutions, and City policies.

ESSENTIAL FUNCTIONS:

- Coordinates and administers the City's Employee Handbook, human resources programs, policies and procedures ensuring they are administered consistently and fairly.
- Helps oversee the City's position classification system and pay plans, including but not limited to, job descriptions and assists with performance evaluations.
- Supports all City Departments and provides a professional resource for all employment issues including coaching, corrective action, performance reviews and compliance with all employment laws.
- Works with staff in maintaining job descriptions, employee handbook, policies, and organization wide standard operating procedures. Interprets the City's Personnel Policies and Procedures.
- Coordinates the hiring of new employees based on City policies and equal opportunity guidelines.
- Administers the City's employee benefit program including insurance, cobra and retiree insurance.
- Leads the City's safety initiatives, manages all workers' compensation claims and administers drug testing program under DOT and PHMSA guidelines. Verify the accuracy of the DOT/FTA drug screen pools; schedule random drug/alcohol screens and notify employees of random selection; follow up on results.
- Coordinates labor relations activities for collective bargaining, provides guidance on grievance and contract interpretation, and may act as the City Administrator's designee in grievance appeals and hearings.
- Prepare and publish job announcements and assist department heads in scheduling interviews; conduct reference/background checks; arrange and follow up on post offer physical examinations and drug screens.
- Processes unemployment claim notifications, then coordinates and attends unemployment hearings on behalf of the City.
- Administers and provides information regarding, but not limited to, the Drug Free Workplace Act, FLSA, Sexual Harassment, ADA, FMLA, OSHA and certain portions of the Iowa Code; interprets state and federal legislation and provides input to the City Administrator regarding pending legislation related to employment.
- Advises the City Administrator of legal requirements and government reporting regulations affecting Human Resources functions. Assuring compliance with all federal guidelines and State and City Code regulations as they pertain to employment practices.
- Coordinates the City's risk management program including insurance coverage; consults with City Administrator on changes within the program.
- Prepares annual budget for human resource functions.

- Identify, measure and manage insurable or hazard risks, developing reports and plans, and analyzing risk/insurance problems and defining and/or overseeing the implementation of the risk solutions that help optimize safety and cost savings.
- Inspects or tours City's facilities to detect potential or existing accident and health hazards, and recommends corrective or preventive measures where necessary.
- Formulates general safety policies and measures to be followed by organization and/or personnel.
- Coordinates, develops, and implements—along with the assistance of each department—necessary training programs in accordance with personnel safety policies and requirements.
- Consults with all departments on design and implementation of safety programs.
- Prepares studies and analyses of accident causes and health hazards for use by organization personnel and outside agencies.

PERIODIC JOB DUTIES:

- Conducts policy research; develops and recommends personnel policies; prepares reports for the City Administrator and City Council.
 - Attends meetings, conferences, workshops, training sessions and reviews publications/professional literature to remain current on the principles, practices and developments in human resources management.
 - Conducts investigations and prepares reports and recommendations when necessary.
 - Completes salary surveys and gathers salary information for compensation and benefits analysis and other practices of comparable employers.
 - Performs other duties or assumes other responsibilities as apparent or assigned.
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TYPICAL QUALIFICATIONS:

- Graduation from an accredited college or university with a degree in human resource management, business administration, or six to eight years of local government experience in the human resource profession.

SKILLS:

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Excellent interpersonal communication skills.
- Ability to take initiative.
- Sound judgment and decision-making abilities.
- Ability to understand and carry out oral and written instructions.
- Problem-solving skills.
- Ability to concentrate in a diverse work setting.
- High degree of professionalism and well organized.
- Ability to handle confidential information in a sensitive manner.
- Execute routine mathematical computations accurately.
- Perform job functions adhering to safety guidelines and policies set by the administration and/or supervisor.

KNOWLEDGE:

- Excellent interpersonal skills, team oriented and ability to deal with a wide variety of personalities, communication and learning styles.
- Ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with fellow workers and the public.

- Knowledge of public employment, compensation, employee relations, and training programs.
- Knowledge of liability and workers' compensation procedures in regards to City programs.
- Knowledge of office equipment, including telephone, photocopier, laser printers, personal computers, ten-key machine, etc.

WORKING CONDITIONS:

- Normal office environment.
- Ability to lift and carry up to twenty (25) pounds.
- Ability to push and pull twenty-one (25) to fifty (50) pounds occasionally.
- Long periods of sitting.

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.