JOB OVERVIEW

- **Job Title**: Director of Human Resources
- **Department**: Administration
- **Location**: City Hall
- **Reports To**: City Administrator
- **FLSA Category**: Exempt
- **EEOC Category**: Officials and Administrators
- **Pay Group**: 33
- **Pay Range**: $76,877 - $111,467

GENERAL JOB DESCRIPTION

This position is responsible for the development and administration of policies, procedures, and programs including, but not limited to, benefits, classification, compensation, employee relations, investigations, employee safety & risk management, organizational development and training, performance management, recruitment, and retention programs. This position plays a critical role in supporting the city in achieving its mission, vision, and values, and assures compliance with all applicable federal, state, and local laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Manages and directs personnel in the administration and coordination of human resources activities and projects including development, management, and implementation of all human resources functions.

Manages and directs the recruitment, interviewing, selection, hiring, training & development, merit increases and disciplinary actions.

Develops, formulates, and communicates city policies and procedures.

Ensures compliance with state and federal laws, regulations relating to all employment relations, and monitors legislation affecting the city’s employment relations activities.

Responsible for directing risk management functions relative to employee injury/return to work programs and workers’ compensation liability.

Develops and implements goals and objectives for assigned functions to meet the city’s vision, mission, and goals.
Develops and implements employee education, training, and organizational development programs.

Prepares reports, memoranda, correspondence, policies, and other written materials as they relate to the city’s human resource functions.

Manages various programs and projects and provides recommendations to the city management regarding methods for implementation and improvement of assigned projects and programs.

Conducts periodic pay surveys to ensure employees are fairly compensated, recommending, planning, and implementing pay structure revisions.

Identifying staffing needs and creating job descriptions.

Reviewing and updating job requirements and job descriptions for all positions on an ongoing basis.

Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions; ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.

Facilitates audits by providing records and documentation to auditors.

Maintains historical human resource records by designing a filing and retrieval system, keeping past and current records.

Responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, supplemental insurance, flexible spending plan, retirement plans, etc.); serve as primary contact for plan vendors.

Coordinate daily benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, distributions, loans, and compliance testing.

Oversee maintenance of employee benefit files, maintain group benefits database and update employee payroll records.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Oversees the recruiting, interviewing, and screening process including application, background checks, drugs screens, etc. to assist with hiring the right candidates; maintains personnel records in accordance with applicable laws.

Administers the Family Medical Leave Act (FMLA) program.

Attends City Council and other administrative meetings as needed.

Establishes and maintains open communications with the City Administrator, Department Directors, and all city personnel.

All other duties as assigned.
EDUCATION & EXPERIENCE

A bachelor’s degree in human resources, Business Administration, or related field, supplemented by a minimum of 3-5 years management experience demonstrating the ability to develop complex policies and programs, combined with broad experience with human resources practices, or an equivalent combination of education, training, and experience.

LICENSES & CERTIFICATES

Must possess a valid driver’s license.

SHRM-CP or SHRM-SCP highly preferred.

KNOWLEDGE, SKILLS & ABILITIES

Required Skills/Abilities:

Excellent verbal and written communication skills.

Excellent interpersonal and negotiation skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Strong supervisory and leadership skills.

Ability to adapt to the needs of the organization and employees.

Ability to prioritize tasks and to delegate them when appropriate.

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.