



HUMAN RESOURCES MANAGER

CLASSIFICATION AND SALARY: Management III

JOB SUMMARY:

The Human Resources Manager is an overtime-exempt managerial position reporting directly to the City Manager. The Human Resources Manager is responsible for the development, implementation and coordination of personnel policies and programs to include staffing and retention, labor relations, performance management, training, equal employment opportunity, records, benefits and employee services.

ESSENTIAL FUNCTIONS:

- Assist with the development, implementation, and coordination of city policies and programs which enable the City of Bethel to achieve established goals and objectives, particularly in the area of personnel programs and benefits.
- Recruit qualified applicants for position vacancies and assist Departments in evaluating applicants and hiring employees.
- Administer City's personnel activities to include in-processing and orientation, benefits enrollment and reporting, policy awareness and review, retirement savings programs, career progression, disciplinary actions and termination.
- Oversee employee evaluation program to include compliance with timeliness and procedural standards; provide Departments with tools and resources to assist in developing human capital and improving employee performance;
- Direct the City's Drug and Alcohol Program to comply with federal Department of Transportation motor carrier and transit requirements and non-DOT drug free workplace regulations.
- Coordinate human resource activities to ensure legal compliance, fairness and consistency in areas of employment, planning and staffing, compensation, benefit administration, labor/employee relations, training, performance management, organizational development, workforce communications and benefits.
- Participate in and consult with Department Heads in the investigation and resolution of employee relations concerns to include coaching and development, formal discipline, risk mitigation and compliance with applicable laws, policies and bargaining agreement(s).
- Identify and monitor legal requirements and government reporting regulations.
- Train departments and monitor City of Bethel practices to ensure compliance with employment laws and regulations.
- Effectively administer personnel programs in accordance with federal, State and City regulations, policies and procedures.
- Contribute to the annual budget process by identifying costs associated with the City's HR/personnel programs.
- Participate in local and out-of-area meetings, conferences and training opportunities.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Business Administration or related field, Master's Degree preferred.
- Five years of progressively responsible related work experience, that may include, but is not limited to: management and supervision of personnel, administration of benefits and pay, and compliance programs.
- Working knowledge of laws and practices affecting human resource administration.

OF NOTE:

- Public sector HR experience preferred, and Alaska experience preferred.
- Professional certification credentials a plus.
- A combination of education and experience that provides the knowledge, skills, and abilities may be evaluated on an individual basis.

PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty and meet physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to continuously remain in a stationary position; continuously operate a computer; frequently communicate in person, on the telephone, and in writing; frequently read printed reports; occasionally move throughout the office to access files, office equipment, etc; and occasionally travel to various locations off-site.

WORK ENVIRONMENT: Work frequently involves working with others in an office setting open to the public on weekdays from 8am until 5pm.

TO APPLY:

Submit cover letter of interest, completed and signed City application available for download at www.cityofbethel.org and resume to humanresources@cityofbethel.net. Hard copies may be dropped off at the Human Resources office in City Hall or mailed to City of Bethel, Attn:Human Resources, P.O. Box 1388, Bethel, AK 99559.