

CITY OF BRYAN
Human Resources Director

The City of Bryan is accepting applications or resumes for the position of Human Resources Director. Under administrative supervision of the Clerk-Treasurer, performs a variety of complex administrative, technical, and professional work in managing all aspects of human resources for the City, including classification, compensation, benefits, workers comp, recruitment, labor relations, and training. This position also acts as backup for payroll related duties, as needed. Required Qualifications are: Bachelor's degree from an accredited college or university with a degree in human resources, business administration, industrial relations, accounting, psychology, or comparable area of study; at least seven (7) years of progressive experience in human resources functions; a PHR or SPHR is preferred. An equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities may also be considered. A complete job description may be found at www.cityofbryan.com.

Please submit a cover letter with resume to: City of Bryan, Clerk-Treasurer, 1399 East High Street, PO Box 190, Bryan, Ohio 43506, or email to cityclerk@cityofbryan.com. EOE



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Human Resources Director	FLSA Status:	Exempt
Dept./Div.:	Clerk-Treasurer	Civil Service Status:	Unclassified
Reports to:	Clerk-Treasurer	Employment Status:	Full-time
EEO Status:	First/Mid Offs & Mgrs	Normal Work Hours:	Day Shift
Employee Name:	Vacant	DOT/O*Net Code:	166.267-046

GENERAL DESCRIPTION:

Under general direction provides direction of human resource activities for the City of Bryan and Bryan Municipal Utilities. Serves as consultant to all levels of management in dealing with employee issues and concerns. Serves as the primary contact for receiving and investigating employee concerns. Works with safety director, BMU Operations Manager and principal labor relations officer(s). Coordinates employee training and development programs, including new employee orientation. Ensures uniform application of City and BMU policies, procedures, and documentation and compliance with all applicable state and federal employment/labor laws. This position serves as a link between management and employees and works to foster positive relationships, increase job satisfaction, and meet employee needs. Acts as a backup for payroll related duties as needed.

POSITIONS DIRECTLY SUPERVISED:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Computers and modern office equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 1) Serve as primary liaison between employees and management; collect new employee paperwork and schedule orientations; administer and explain benefits to employees and serve as liaison between employees and insurance carriers; assist management in the disciplinary process; provide leadership on change initiatives and organization design and development as directed by the Clerk-Treasurer; serve as Equal Employment Opportunity officer and Americans with Disabilities Act coordinator; develop and maintain relationships with employment agencies, colleges and other recruitment sources; work directly with department heads to assist them in carrying out their responsibilities on personnel matters; coach employees and managers regarding employee relation issues; participate in management and



department head meetings and attend other meetings as required; partner with managers to interpret and implement HR policies, practices, and procedures; work with department heads in on-the-job development of personnel; work with Ohio Bureau of Workers' Compensation and City's third party administrator in utilizing available programs; conduct recruitment efforts for all exempt and nonexempt personnel, temporary and seasonal help, extend approved job offers, monitor employee career path programs and conduct exit interviews, coordinate background checks, drug screen and reference checks.

- 2) Work closely with principal labor relations officer(s), monitoring provisions of the collective bargaining agreements and working with union representatives to resolve labor issues; negotiate and administer union contract and handle grievances; coordinate and oversee negotiated substance abuse policy.
- 3) Implement and annually update recommendations to compensation program; rewrites job descriptions as necessary; write and place advertisements; conduct annual salary surveys; analyze compensation; monitor performance evaluation program and revise as necessary.
- 4) Develop, recommend and implement personnel policies and procedures; periodically review and recommend revisions of employee handbook to management; develop and schedule employee training and development programs; work with safety director and , BMU Operations Manager to coordinate safety programs; devise ways to develop employee sensitivity to individual and ethnic differences.
- 5) Prepare, coordinate and maintain information requested or required for compliance with laws; establish and maintain department records and reports; maintain City organization charts; develop and maintain human resource databases and computer and manual filing systems; process all workers compensation claims.
- 6) Work closely with and communicate professionally and openly with coworkers, management and customers providing friendly and efficient external and internal customer service; respond to requests for information and assistance and meet commitments.
- 7) Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; investigate accidents and safety related incidents and prepare reports as necessary; maintain PERRP information, and send reports as required; serve as a member of the safety committee.
- 8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other departments as needed; participate in required training as applicable).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: payroll practices and procedures; database management; City and BMU policies



and procedures*; state and federal employment/labor laws and governmental compliance requirements; employee handbook and union contracts*; department policies and procedures*; human resources management (i.e., recruitment, selection, classification and compensation, benefits administration, employee relations, etc.); labor relations; Fair Labor Standards Act; employee benefits administration; workers' compensation; and workplace safety.

Skill in: computer operation; motor vehicle operation; use or operation of spreadsheet, database, word processing, and presentation software; interpersonal communication; presentation giving.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; exercise sound judgment; objectively evaluate the performance of others to an established performance standard; set goals and develop strategies and schedules to meet them with minimal direction; make sound timely decisions; perform collective bargaining; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; prepare and maintain accurate documentation; compile and prepare reports; write and/or edit documents for publication; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships with associates, supervisors, officials and general public; resolve complaints; safeguard information of a sensitive or confidential nature; work evenings, nights, holidays, and weekends.

QUALIFICATIONS: An example of acceptable qualifications:

Minimum requirements include a bachelor's degree in business administration, human resources, industrial relations, accounting, psychology, or comparable area of study; seven (7) to ten (10) years' experience in human resources functions; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid driver's license; SPHR or PHR preferred.

WORKING CONDITIONS:

Facility and Work Area:

The work is performed primarily in an office setting with good working conditions, however, is occasionally exposed to noise, dust, heat and other elements when job duties require incumbent to go to visit departments.

Physical and Environmental Characteristics:

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. This is primarily a sedentary office position with employees working in a controlled office environment with employee periodically visiting field work projects.



The employee:

- Is required to distinguish letters and numbers. Frequently required to sit, stand, walk, talk, hear, bend and reach.
- Answers telephone calls and occasionally bends, reaches, and pushes and pulls file drawers to file records and reports.
- Moves within and outside of the building to collect, deliver, and copy data and documents.
- Uses a computer terminal to access, input, and retrieve data.
- Finger dexterity may be required to operate computer keyboard and 10-key.
- Periodic lifting or moving of lightweight materials or occasional lifting or moving of average weight materials
- Intense concentration sustained much or all of the time.
- Note: In accordance with the U.S. department of Labor physical demands strength ratings, this is considered sedentary work.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position description in no manner states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This document does not create an employment contract, implied or otherwise, and may be amended at any time.

My signature below signifies that I have reviewed my position description and that I understand the contents of my position description.

Supervisor Signature

Date

Employee Signature

Date