



**Position:** Employee Relations Manager ~ Assistant to the Director of Finance

**Status:** Exempt

**Department:** Administration

**Last Updated:** August 19, 2022

**General Purpose:**

The Employee Relations Manager ~ Assistant to the Director of Finance manages the administration of the City's Human Resources programs including policy development and implementation; recruitment and selection; compensation; employee benefits; labor relations; employee safety in addition to assisting the Director of Finance. This position will complete other duties as assigned by the Treasurer, Director of Finance, and the City Administrator.

**Supervision Received:**

The Employee Relations Manager ~ Assistant to the Director of Finance is supervised and report to the Director of Finance.

**Supervision Exercised:**

None.

**Essential Duties & Responsibilities:**

- Direct and oversee labor and employee relations, administer all union contracts, recommend management on employee discipline matters and response to grievances, and work with outside legal counsel on grievance arbitration.
- Develop and implement personnel policies, train, and recommend management on policies and interpretation, ensure compliance with applicable federal and state employment rules and regulations, investigate complaints relative to City policies on discrimination, conflict of interest, harassment, and other complaints.
- Draft, regularly review, educate staff, implement, interpret, and administer the Employee Handbook.
- Coordinate City-wide employee training and development.
- Develop, implement, and administer employee performance appraisal system; Advise Department Heads on other employee matters relating to work performance; prepare compensation reports and make recommendations for salary adjustments.
- Conduct policy and personnel studies as needed; Compile, analyze, and communicate information about personnel related matters and special projects.
- Develop annual human resources budget, oversee, and monitor expenditures.
- Develop and administer the employee wellness program.
- Serve as the staff liaison and ex-officio test administer for the Civil Service Commission.
- Direct the recruitment and selection process including posting and advertising vacancies, civil service test administration, initial screening of candidates, and oversight of the interview



process; oversee applicant tracking, manage pre-employment screening process and new employee orientation.

- Serve as the City delegate to the Intergovernmental Personnel Benefit Cooperative (IPBC).
- Administer employee benefits program including overseeing open enrollment, reporting, record keeping, and preparation of monthly billing reports.
- Develop, implement, and keep employee personnel record system.
- Submit IMRF monthly payments.
- Submit quarterly 941 payments.
- Oversee unemployment processing and reporting.
- Oversee payroll processing.
- Prepare and distribute annual W-2 statements.
- Assist with the City's Property Tax Rebate program.
- Assist with preparation of the City's annual budget related to payroll and benefits.
- Assist with the City's annual audit.
- Oversee quarterly compensation buy-back program.
- Oversee tracking of any carried over personal time off (PTO).
- Attend City Council meetings, Work Sessions, and other meetings as needed.
- Attend meetings of local, regional, state, and other officials to represent the interests of the City and to keep informed on matters of interest to the City.
- Attend seminars and conferences to enhance knowledge and professional ability.
- Complete special projects for the Treasurer, Director of Finance, and the City Administrator.
- Perform other duties as assigned.

### **Desired Minimum Qualifications**

#### **Education & Experience:**

- Master's degree with a concentration in human resources, public/business administration, SHRM-SCP or HCPI certification, or be in the process of obtaining these certifications, an advanced degree a plus.
- A minimum of 2-3 years of municipal government experience preferred.

#### **Knowledge, Skills, and Abilities:**

- Demonstrated ability to apply the principles and practices of personnel administration, position classification, performance evaluation, and compensation administration.
- Skilled in diplomacy with the ability to develop collaborative relationships with community leaders, elected officials, residents, and coworkers; ability to support effective working relationships with individuals at all levels of the organization.
- Knowledge of applicable laws and ordinances related to municipal government operations.
- Knowledge of the principles, practices and laws as applied to labor contract negotiations, contract administration, worker's compensation, and arbitration procedures.
- Knowledge of legal recruitment and hiring policies, the Fair Labor Standards Act, Family Medical Leave Act, and other employment laws.
- Knowledge of the principles of management and organizational practices.



- Ability to develop proper performance evaluation plans, job evaluation and position classification plans.
- Ability to assemble data, prepare documentation, and present information for arbitration cases, negotiation, and grievance proceedings.
- Demonstrated ability to read and interpret complex laws, regulations, and ordinances.
- Ability to successfully negotiate agreements and resolutions to complex issues.
- Ability to maintain confidentiality.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests promptly.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Skilled in the use of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Demonstrated ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling, and grammar.
- Ability to apply common sense understanding to conduct detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to multi-task and cope with many interruptions, remain calm in stressful situations, and make objective decisions using sound judgement.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to prepare and work within the constraints of a budget.
- Ability to enhance relations with the Mayor, City Council, staff, and members of the public.
- Ability to present for informational and instructional purposes at City Council meetings and other venues.
- Ability to gain ability in the everyday operation and minor maintenance of required tools and equipment.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

### **Tools & Equipment, Physical Demands, Working Conditions**

#### **Tools and Equipment:**

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, common hand and power tools, and mobile radio.

#### **Physical Demands:**



The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands, and fingers to feel, manage, or use equipment, tools, or controls. Effective audio-visual discrimination and perception to make observations quickly and accurately, correctly find red, yellow, blue, and green, distance and peripheral vision, depth perception and the ability to adjust focus is also needed. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

### **Working Conditions:**

Work activities are conducted in a climate controlled open office environment and noise levels are usually quiet. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, adding machines, and fax machines. There are no hazardous or significantly unpleasant conditions.

The weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in case of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position must attend evening meetings and work on some Saturdays, Sundays, and holidays.

### **Performance Measurements & Selection Guidelines**

- Regularly arrives for work on time prepared to perform the duties of the job.
- Attends Council and regional meetings, as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrates leadership.
- Avoids politics and partisanship.
- Sets and achieves City goals and objectives.
- Adheres to City policies and procedures.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces correct work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.



- Has a thorough knowledge of the City's policies, procedures, rules, regulations, structure, and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all the essential responsibilities and duties.

**Selection Guidelines:**

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be needed.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills needed. 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.

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Director of Finance

Date