

City of Madison

Job Description



Title: Deputy Director of HR

Department: Human Resources

FLSA Status: Exempt

Pay Grade: 112

New Position Position Change Effective Date 2/10/2025

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Deputy Director will act as in a key leadership role within the HR department, support the HR Director in overseeing day-to-day operations, manage HR functions like benefits and training development, assist with policy development, and ensure compliance with employment laws and regulations.

Essential Functions/Major Responsibilities:

- Assists in the development and maintenance of the budget.
- Manages and oversees the City's benefits administration and programs.
- Manages employee death benefits.
- Manages unemployment insurance reporting and processes.
- Manage retirement systems processes (including proper classifications, such as Tier 1, Tier 2, Certified, Noncertified, and Part-Time or Temporary exclusions).
- Manages Fire Cancer Insurance and other optional benefit programs.
- Audits and reports benefit selection/usage numbers, costs and other data.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Manages the city's hiring processes, including job posting, recruitment, application verification, background and reference checks, drug and physical screenings, official offers of employment, and efficiently using the City's online application system throughout the process.
- Tracks all steps of the hiring process in the application software system and tracking screening stages of each candidate for adverse impact, entering more details required for CALEA or testing procedures.
- Performs pay rate changes and other employee changes in HRIS and audits all work for accuracy.
- Tracks all employment action data for decision-making (job requisitions, exits, pay changes, etc.).
- Processes performance evaluations, EEO actions, and data.
- Works closely with the Director and Team, keeping Director informed of status of processes and issues.
- Analyze training needs to design employee development, language training, and health and safety programs, with the assistance of the HR team.

- Develops and coordinates training activities for employees, as related to HR policies and supervisor training.
- Contracts with City vendors.

Secondary Functions:

- Attends meetings of the City Council and other reviewing authorities when requested or in absence of the Director. Other duties as assigned.
- Performs other related duties as required.

Job Scope:

- Decisions are made with reference to federal, state, and local law
- Key player in preparation and implementation of plans, policies, and procedures that fall within the responsibilities of Human Resources.
- Exercises creative initiative in identifying problems and needs and leading the City into sound practices as it relates to Human Resources.

Supervisory Responsibility:

Will lead HR in the absence of the Director.

Interpersonal Contacts:

- All department employees (frequent, wide-ranging, complex).
- Department heads (frequent).
- Elected and appointed officials (occasionally in the absence of Director).
- Employees, spouses, and dependent children of employees.
- Contractors, vendors, and enforcement agencies, as well as members of the public.

Knowledge, Skills, and Abilities:

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge, understanding and demonstrated application of federal laws pertaining to employment and personnel practices, including, but not limited to, FMLA, FLSA, EEO, on-boarding laws (including I-9 and E-Verify and other required agency filing), etc.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Skilled at compiling correspondence and detailed documentation and tracking various applicants and employee data, including an advanced level of competency with Excel, Word, email and electronic and hard file management and retrieval.
- Skilled at identifying complex problems and reviewing the related information to develop and evaluate options and implement solutions.

- Skilled in designing and maintaining repeatable, consistent and accurate processes, including documenting and standardizing key processes.
- Skilled in the auditing processes to ensure consistency and accuracy of HR records.
- Skilled in time management, project management, organization and prioritization skills.
- Ability to audit applications of numerous class plans, pay administration, policies and benefit groups.
- Ability to establish and maintain effective professional working relationships and to work as a small productive team for team success and to support department goals.
- Ability to keep up-to-date with changing Human Resources laws, requirements and modern processes.
- Ability to maintain confidential and/or sensitive information, to exercise the utmost discretion, and to support management direction for the Department.
- Ability to make public presentations which may include presenting to Council and providing internal trainings for City employees.
- Ability to manage multiple deadline-oriented priorities.
- Ability to provide complex oral and/or written instructions.
- Ability to work with minimal amount of supervision.

Education and/or Experience:

- Bachelor's degree in Human Resources, Business, or any related field.
- A minimum of five (5) years' progressive experience in Human Resources.
- A combination of education and experience may be used to meet minimum requirements.
- Experience entering employee data into/from the HRIS system (current systems preferred) and running reports.
- Depending on the area(s) needed, strong direct and professional level experience with either 1) Benefit Administration; 2) Workers Compensation and Safety/Health administration; or 3) Configuration/Management of the HRIS/Payroll system; and other essential functions stated above.
- Experience demonstrating the above essential functions at a high technical level.

Additional Requirements:

- PHR (Professional in Human Resources) certification a plus.
- Strong performance record and background required due to accessibility to private records, property, employees and public.
- Current driver's license and strong driving record desired and records may be routinely checked by the City.
- Ability to attain Notary Public desirable.

Job Conditions:

- Position may be assigned and/or reassigned processes or projects at any time.
- Job may require occasional work beyond 8-10 hours in a workday, and work on weekends.
- Job entails frequent interruptions and, at times, high volume.

- Must be able to work on many projects/processes simultaneously at a high level of accuracy and consistency.
- Requires regular, dependable attendance.

Physical Capabilities:

- This position's physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The work is typically performed while sitting at a desk and intermittently sitting, standing, walking or bending.
- The employee frequently lifts light and occasionally heavy objects.
- Employee must communicate verbally with employees, applicants and public.

Mayor Approval, Date

Department Head Approval, Date