



CITY OF MILES CITY

Position Description

Part-time Human Resources Officer

Last Revised	12/6/2018
Effective	12/7/2018
FSLA Exempt	Non-Exempt
Job Class	Administrative
Department	Finance
Accountable to	Mayor

SUMMARY OF WORK:

Responsible for Human Resources Management and preparation of employee onboarding, employee benefit maintenance and liability claims for the City.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

Human Resources:

- Serve as Equal Employment Opportunity Officer and Americans Disability Act Officer for the City. Conduct an annual audit of effectiveness of City anti-discrimination and human rights policies and procedures and report to the Mayor and Council with recommendations of any required changes in policies and procedures. Attend appropriate training and education programs regarding Montana and federal human rights and anti-discrimination laws and regulations.
- Act as the primary contact for information concerning Miles City Personnel Policies & Procedure; answer questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling of technical, financial, and confidential information of files.
- Assist with recruitment and selection of vacant positions; may prepare recruitment announcements and advertisements; enter and distribute new positions on the city web site and with Job Service; screen applications for minimum requirements; review departmental screening and interview questions; serve as a selection chairperson; conduct reference checks and driver's license searches; inform job applicants of acceptance or rejection of employment. Apply principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.
- Assist in conducting orientation for new employees; inform new employees of job duties and responsibilities, compensation and benefits, work schedules and working conditions, city and/or union policies, promotional opportunities, and other related information. Facilitate mandatory training to employees.
- Track and report annual performance evaluations to Mayor.
- Review and comply with personnel policies and union contracts to administer compensation schedule regarding promotions, demotions, reclassifications, reallocations

and transfers.

- Advise the Mayor and City Council of matters that may impact the budget including termination and final pay amounts, and increases or decreases in employer costs for retirement, health & dental insurance, worker's compensation, social security and Medicare taxes, and unemployment insurance.
- Receive, monitor, and advise the Mayor and the City Council of grievance timelines in accordance with the City's collective bargaining agreements.
- Review, maintain, and update master files and payroll information; review and verify personnel action forms, including changes, new hires, terminations, transfers, and salary adjustments; remove documentation from personnel files in accordance with appropriate and applicable sections of the city's Personnel Policy Manual; maintain a payroll manual and update, as necessary.
- Assist in conducting exit interviews for retiring or terminating employees; prepare forms for withdrawal of retirement contributions; calculate, process, and prepare payment on leave earnings.
- Assist in entering the employee benefits into the employee maintenance.
- Assist in bi-monthly and end of month liabilities after payroll has been processed.
- Review and track vacation leave for excess leave earnings, prepare memos to department heads notifying the employee of the need to take the earned leave.
- Assist in the annual audit; provide necessary information when needed.

General Duties:

- Maintain confidential information in accordance with Montana/Federal Statutes.
- Regularly monitor and improve the organization and management of office activities in order to make improvements in workflow, procedures, use of equipment and forms.
- Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Learn, correctly interpret and stay current with policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Understand, interpret and follow oral and/or written policies, procedures, and instructions.
- Be flexible in managing multiple tasks simultaneously, set priorities and develop an action to accomplish them.

MINIMUM REQUIREMENTS:

Education (Knowledge)

- Completion of a high school diploma or equivalent and some post-secondary education in Human Resources and Payroll and a minimum of three years of experience as an administrator and/or business manager.

Experience (Skills, Abilities)

- Application of human resources practices and procedures, accounting practices and procedures, information systems management, budget preparation, and State and Federal laws and regulations.
- Effectively communicate both orally and in writing; attention to accuracy, timeliness and detail; establish effective working relationships with fellow employees, supervisors, and the public and requires good organizational skills.

DESIRABLE QUALIFICATIONS

- Post-Secondary Degree in Human Resources, Accounting, Business Administration, and/or Public Administration with a minimum of three years of experience as an administrator and/or business manager.
- Certified Municipal Clerk
- Knowledge of State's BARS (Budgetary Accounting Reporting System),
- Experience in a governmental agency.

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand: Seldom

Sit: Often

Lift: Seldom

Noise: As would be experienced in a general office setting

Hazardous materials exposure: Never

Travel: Occasionally

Other: N/A

PHYSICAL REQUIREMENTS

Lift: Up to 25 pounds

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.

HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature