



Human Resources Manager

Job Specification
Classification: Competitive
Series:

DISTINGUISHING FEATURES OF THE CLASS: This position involves the administration of a personnel program for the City of Watertown to ensure that Human Resources (HR) best practices are established and in compliance with applicable federal and state labor laws. The incumbent is responsible for planning, developing and implementing personnel administration policies and programs including employee relations, employee benefits, FMLA, Workers' Compensation, safety, and training. The incumbent shall also participate in contract negotiations, long range staff planning, and shall oversee the administration of employee benefits for full-time employees and retirees. The Human Resources Manager works under the general supervision and direction of the City Manager with leeway to exercise independent judgment and decision making in carrying out the job duties and responsibilities. Incumbent performs related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develop and administer a New Employee Orientation program. Conduct orientation sessions on a recurring basis to ensure that new employees are familiar with: the City's work environment, personnel policies and procedures, their job specification, employee benefits, and other matters that affect their employment status;
- Manage the personnel record-keeping and files for all City employees to ensure compliance with applicable labor regulations. Review all current personnel forms or develop new personnel forms to be used in the administration and management of HR policies and procedures.
- Develop and manage the City's personnel policies and procedures. Continuously monitor and evaluate the efficiency and effectiveness of the City's HR programs and policies. Identify opportunities for improvement and review same with the City Manager. Maintain the City's Employee Handbook and provide guidance to supervisors and employees regarding the interpretation, application and enforcement of these policies. Oversee the distribution of the Employee Handbook to all employees and obtain written signed acknowledgement forms.
- Manage staff training, career development and retirement planning. Coordinate training classes with outside consultants and agencies. Conduct a needs assessment to make sure that training provided meets staff and department needs. Assist with the development and monitoring of the City's training budget.
- Coordinate the labor relations functions with the City attorney. This includes assisting with contract negotiations, grievances, disciplinary matters and labor contract administration and interpretation.
- Manage employee leaves pursuant to FMLA, CSL Sections 71, 72, and 73, City policy and the collective bargaining agreements. Implement necessary procedures and controls to ensure that leaves are managed in a cost-effective manner and comply with applicable laws and regulations.
- Manage the City's Workers' Compensation, GML Section 207-a and GML Section 207-c benefits.
- Manage the City's unemployment insurance benefits.
- Prepare, review and submit reports, business correspondence, financial documents, contract revisions, and/or summaries as directed;
- Assist with special projects as needed.

- Provide oversight of the City's Benefits Administrator to ensure the proper administration of the City's self-funded health insurance plan in accordance with collective bargaining agreements and applicable federal laws.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of HR principle and practices and labor relations;
- Pragmatic problem-solving skills;
- Articulate communicator and ability to interpret and explain written and statistical data to various audiences;
- High standard of attention to detail;
- Solid commitment to customer or employee service;
- Solid understanding of employee and retiree benefits currently offered by the City;
- Ability to work with and maintain a high level of confidentiality to include handling sensitive issues and correspondence with tact, confidentiality and discretion;
- Prepare a variety of business correspondence, records, reports, documents and forms
- Expert Microsoft Office skills – Word, Outlook, and Excel;
- Ability to manage time and prioritize work.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration or Human Resources Management and one year of professional experience in public human resources administration which included activities such as recruitment and selection, job evaluation and classification, benefits administration, and labor relations; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or Human Resources Management and three years of experience in administration or management, two of which must include experience as described in A; or
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or Human Resources Management and 5 years of experience in administration or management, two years of which must include experience as described in A; or
- (D) Graduation from high school or possession of an equivalency diploma and 7 years of experience in administration or management, two years of which must include experience as described in A.

SPECIAL NECESSARY REQUIREMENT: None required.

Classification history:

Adopted: 5/17/2016