



Heartland Values, Flowing Opportunities

Employment Opportunity – Join the City of Napoleon

HUMAN RESOURCES DIRECTOR

The City of Napoleon is currently accepting applications for the position of Human Resources Director. This position is responsible for developing policy and directing and coordinating human resources activities, such as employment, compensation, labor relations, benefits, and training. This is a full-time position that reports to the City Manager with a pay rate of \$2,295.80 up to \$3,483.97 bi-weekly. Bachelor's degree preferred with course work in Human Resources and at least five (5) years of related work experience. Prior experience in the public sector is preferred. A valid State of Ohio Driver's License is required. Applications may be obtained between 7:30 a.m. – 4:00 p.m. from the City of Napoleon's Administration Building, 255 W. Riverview Ave. Napoleon, Ohio, or at www.napoleonohio.com. A completed application and resume must be returned by 4:00 p.m. on Tuesday, June 14, 2022, to be considered.

Learn more about this job opportunity, complete job description and application by visiting www.napoleonohio.com.

Contact City of Napoleon's HR Director with questions at (419) 592-4010 or llambert@napoleonohio.com.

City of Napoleon is an Equal Opportunity Employer

HUMAN RESOURCES DIRECTOR

Department:	Human Resources
Reports To:	City Manager
FLSA Status:	Salaried (Exempt)
Civil Service:	Classified (Non-Competitive)
Union:	Non-Bargaining
Approved By:	Joel Mazur, City Manager
Last Updated:	May 20, 2022

SUMMARY

Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties personally or through subordinate supervisors. Serves under the Department of Management. This position is salaried and primarily consists of office or non-manual work that is directly related to the management and supervision of the City's human resources department. The Human Resources Director exercises discretion and independent judgment with respect to significant department matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Analyzes wage and salary reports and data to determine competitive compensation plans for both represented and non-represented employees.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization to include prevailing wage requirements.
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess and manage collective bargaining agreements and alternative dispute resolution processes.
- Represents management in negotiating collective bargaining agreements.
- Participates in resolving labor relations issues.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Administrator for the City Drug Testing Policies.
- Assists in recruiting, interviewing, testing, and selection of employees to fill vacant positions.
- Plans and conducts new City employee orientation.
- Coordinates and administers management training in; interviewing, hiring, terminations, promotions, performance review, safety, sexual harassment, and other required staff training areas.
- Attends regular staff meetings of City Manager and serves actively to improve and maintain human resource policies, procedures, and programs. Attends Council and Committee meetings, as required.
- Administers job descriptions and performance review program to ensure effectiveness, compliance, and equity within organization.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, death, workers compensation, vacation, sick leave, leave of absence, and acts as a contact for employee assistance in these areas.
- Prepares and oversees budget of human resources operation.
- Evaluates and recommends human resource outsourcing opportunities and identifies potential vendors.
- Works with department managers and staff to develop long range business plans for the city.
- Prepares employee separation notices and related documentation.
- Represents organization at personnel-related hearings and investigations.

- Responsible for preparation of Affirmative Action Plan.
- Represents organization with the Black Swamp Safety Council and participates in the organization's safety committee.

SUPERVISORY RESPONSIBILITIES

- Recruits, trains, supervises, and evaluates department staff.
- The Human Resource Director's suggestions and recommendations as to hiring, firing, advancement, promotion, or any other change of status of any employee is given particular weight by the City Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be knowledgeable of Federal and State employment legislation and law (HIPPA, FLSA, FMLA, EEOC, etc.)
- Understanding of State and Federal law regarding employment compensation and benefits to include overtime calculations involving public service employees, such as fire and police.
- Is capable of establishing procedures to assure required compliance of personnel laws and policies.
- Is knowledgeable of public sector labor contracting, negotiating and Ohio SERB policies, procedures, and rules.
- Ability to analyze and assess training and development needs of City and be proficient in teaching these to staff.
- Knowledgeable of organizational development theory and change management practices.
- Knowledgeable of computerized information systems used in human resource application.
- Must be able to design, develop, and implement compensation plans and benefits programs.

EDUCATION and/or EXPERIENCE

This is normally acquired through a combination of the completion of a bachelor's degree with course work in Human Resources and previous experience in a Human Resource position.

LANGUAGE SKILLS

- Work requires professional written and verbal communication and interpersonal skills.
- Must be able to participate in and facilitate group meetings.
- Must be fluent in both writing and speaking the English language.

MATHEMATICAL SKILLS

Simple mathematical and basic statistical skills that would allow for the analysis, design, development and implementation of compensation plans and benefit programs.

REASONING ABILITY

- Must be able to interpret and advise on the application of human management laws.
- Must be able to analyze and assess personnel issues and grievances and be able to bring them to resolution.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid State of Ohio driver's license.

CHARACTER and FITNESS

- Must demonstrate character traits that would not be detrimental to the successful performance of the position.
- Must not have any felony convictions or a dismissal from public service.

PHYSICAL DEMANDS

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.

- Light Office Work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as need to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Working conditions are normal for an office environment.
- Provides off-site administrative support during emergency conditions at the Emergency Operations Center (EOC) for the City of Napoleon; possible long shifts; maintains EOC files as assigned.

Acknowledgement

I acknowledge that I have received, reviewed, and fully understand the above job description. Further, I acknowledge and agree that this job description is provided for informational purposes and is not an implicit or explicit agreement of employment or continuing employment.

Employee Name (Please Print)

Employee Signature

Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.