



HUMAN RESOURCES MANAGER

JOB DESCRIPTION

Department: Finance/Human Resources	Division: Human Resources
Work Location: Urbana City Building	Percent Time: 100%, Regular
Job Type: Civil Service	FLSA Status: Exempt
Reports To: HR & Finance Director	Union: Non-Union

JOB SUMMARY

JOB SUMMARY

Under direction of the Human Resources & Finance Director, The Human Resources Manager is provides professional leadership across the full range of assigned human resource functions and is responsible for understanding and fulfilling the human capital needs of the City of Urbana by developing and retaining the most qualified employees and fulfilling the employees' psychological needs through competitive and equitable financial and benefits programs. This position

~~In order to accomplish this goal, the Human Resources Manager~~ ensures that appropriate matches are made between the job to be performed and the person selected as best suited to perform it; focuses on sustaining a positive workplace culture, employee morale, productivity and performance; developing the employee skill sets through effective and engaging training, and limiting personnel turnover. These challenges require ~~the HR manager to possess~~ exceptional communication and interpersonal skills because people are at the core of its function.

~~The HR manager is unique because it requires being both generalist and specialist, The incumbent is required to be~~ both knowledgeable and proficient in compliance matters governing conditions of safe and non-discriminatory workplace environments, talent acquisition and development, total rewards, and professional development. Successful performance of this position requires the ability to exercise independent judgment in the application of sound human resources principles in a manner that promotes the organizational goals as articulated by the HR & Finance Director, the City Administrator, and the Mayor.

~~The Human Resources Manager is expected to perform individual responsibilities with initiative, independence, and creativity while exercising sound professional judgment and strong communication skills. The principal function of an employee in this class is to provide professional~~

~~leadership across the full range of assigned human resources functions. The work is performed under the supervision of the HR & Finance Director. Considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with department heads, division heads, supervisors, employees, employers throughout the area, job applicants, and the public. The principal duties of this class are performed in a general office environment with some off-site activities.~~

~~To accomplish these initiatives, the HR Manager~~This position oversees a team of highly competent and professional staff within assigned areas of responsibility, providing continuous performance feedback and ensuring opportunities for training and professional development activities. An employee in this class has a significant role in the development and implementation of sound organizational practices across multiple disciplines of human resources, including but not limited to: recruitment and selection (talent acquisition), classification and compensation (total rewards), benefits administration, and employee development and training (organizational development), and general human resources compliance.

~~This position serves as Chief Examiner and Agent of the City's Civil Service Commission, serves as the City's Emergency Response Volunteer Coordinator, and serves as the Illinois Municipal Retirement Fund (IMRF) Authorized Agent. This position is also responsible for coordinating the City's Employee Wellness Program.~~

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Manages the work of the Human Resources division, consistent with organizational priorities. Assigns work to staff, allocates resources, and monitors progress and performance.

Compliance

- Remains current on regulations affecting human resources and ensures that policies, procedures, and reporting are in compliance;

• *Recruitment and Selection*

- Manages Human Resources Division functions and staff to ensure accomplishment of established organizational objectives and goals, in a manner that reflects the City's core mission, vision, and values; initiates necessary rewards, coaching, guidance, correction, and training to ensure employees' continued productivity, excellent performance, and professional growth and development.
- Manages the design and implementation of employee recruitment and selection programs, including outreach recruitment, development of recruitment materials, screening of applicants for qualifications, design and administration of job-related selection procedures and the conduct of background and reference checks. Manages City's position classification and pay system. Classifies position as to regular benefit eligible or temporary, civil service status (appointee, civil service, seasonal/temporary, part-time), pension eligibility (Fire, Police,

IMRF, none); and FLSA exempt or non-exempt. Assist supervisors with development and maintenance of accurate position descriptions and obtain Civil Service approval of all material changes in Civil Service job requirements and title changes.

- Manages orientation training for new employees. In conjunction with City leaders, conducts periodic human resource needs analysis; develops, provides, and/or recommends programs for supervisory and employee training and development. Manages tuition assistance program and budget.
- Reviews and recommends all payroll and personnel actions before changes are initiated. Obtains executive approval and extends conditional and final offers of employment to non-appointees. Assists the Mayor as directed with appointee offers of employment.
- Manages a records management system for the Human Resources Division in accordance with applicable laws. Maintains confidentiality of private information and limits access to officials with a need to know. Ensures that proper records are retained, including: employee personnel records, workers compensation files, medical files, DOT records, position descriptions, civil service records, recruitment and testing files. Provide employees with copies of or access to their personnel records in accordance law. Advise supervisors regarding the proper preparation of and maintenance of personnel records. Obtains required authorization from the Illinois State Archive Records Unit prior to disposing of records.
- Manages the identification, design, and delivery of a core leadership and management curriculum that differentiates in both content and delivery method according to core organizational needs and levels, while emphasizing core capabilities, competencies and behaviors required across the organization. This includes developing plans for employee training.
- Manages long and short-term recruitment strategies to ensure that diverse, qualified candidates apply for City job openings.
- Manages the City's compensation and classification system.
- Manages the City's position control system.
- Manages the Illinois Municipal Retirement Fund program for eligible City, Library, and Township employees. Serves as City's IMRF authorized agent; identifies positions to be covered by IMRF; signs and authorizes all necessary IMRF action on behalf of Urbana and its employees.
- Conducts or oversees job audits and analysis for evaluation, position classification, and minimal physical requirements.
- Assists in recommending and implementing City-wide personnel policies, procedures and practices; reviews proposed legislation, administrative regulations, and personnel trends; recommend appropriate actions; and design procedures and forms for implementation.
- Maintains compliance with federal and state regulations concerning employment.
- Performs workforce planning calculations and analyses.
- Researches employment tests and recommends format and content for tests conducted by the Human Resources Office.
- Conducts job analyses to determine the knowledge, skills, and abilities that should be measured for civil service tests. Devises and develops methods of testing and prepares test

standards. Plans, outlines and prepares examination content and procedures. Recommends relative weight of test components and analyzes their effect. Reviews examination results and makes recommendations. Plans and participates in the administration and rating of performance tests, work sample tests, interviews, and other selection methods.

- Participates in labor negotiations, advising bargaining team of relevant HR issues and potential strategies.

Talent and Organizational Development

- Collects, analyzes, and maintains data gathered to inform targeted leadership development (e.g., succession planning).
- Researches and assists in the development of performance management training programs that focus on enabling the workforce to achieve improvements with priority organizational concerns.
- Ensures that organization-wide talent management initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.
- Deploys and reports on employee engagement surveys to ensure feedback from employees is collated and interpreted correctly to help improve employee engagement.
- Develops strategies and key initiatives to promote and achieve a culture of service excellence and employee engagement.
- Assesses organizational development needs and prepares recommendations that meet City and departmental goals and provide for effective management of resources.

Benefits Administration

- Provides oversight for administration of employee benefits including insurance products. This includes annual open enrollment process.
- ~~Coordination of~~ Assists in coordinating light duty assignments for both duty and non-duty injuries.
- Participates in management of workers compensation claims, including attending quarterly updates and helping to determine strategies for resolution for difficult or complex claims.
- —

Metrics

- 1. Provides oversight for updating, and interprets a variety of regularly scheduled and ad hoc reports. Reports may include lists of open and filled positions, time elapsed between steps in the hiring process, employee turnover reports, statistics concerning the demography of applicant pools, EEO reports, Human Resources Division Annual Report; OSHA report; and data compiled from personnel logs;

Wellness Initiatives

- Coordinates tuition assistance program ~~and wellness program.~~
- Recommends and ~~provides for~~oversee the implementation of a variety of employee wellness programs, such as smoking cessation, weight reduction and exercise and fitness; evaluates services provided by outside providers and the effectiveness and cost benefits of such programs.

+ **Other**

- ~~Serves as the Chief Examiner and Agent of the City's Civil Service Commission~~Creates, updates, and maintains Human Resources internal and external web sites.
- ~~D;~~ develops agenda items ~~and takes minutes for the for the Civil Service~~ Commission
- Identify and works to resolve employee concerns as they develop:
 - a. Recommends changes to the City code and Civil Service rules as needed.
 - b. Coordinates and communicates with other employees, divisions, and departments to accomplish tasks and organizational goals. Responds to requests for information from the general public, other employees, divisions, departments, administration, and others as appropriate.
 - c. Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- ~~Conducts related legislative research.~~
- ~~Researches, recommends, develops and introduces productivity improvement initiatives to maintain and enhance service delivery.~~
- Answers or refers inquiries regarding City hiring policies, personnel programs, employee benefits, bargaining agreements, and labor laws and regulations as appropriate. Responds to questions and comments in a courteous and timely manner.
- Conducts and responds to periodic wage and benefit surveys.
- Performs other related duties and tasks assigned by the HR & Finance Director.

•

JOB REQUIREMENTS

EDUCATION & EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge typically acquired through completion of a bachelor's degree in ~~personnel~~ human resources, organizational development, public or business administration, liberal arts or related social science field. A master's degree in public administration, human resource management, or a related field is strongly preferred.
- At least ~~five~~ eight (58) years of ~~full-time professional~~ experience in ~~public agency~~ human resources administration, including at least one (1) year of supervisory experience. Experience in other related fields may be considered to satisfy the experience qualifications. An associate's degree plus ~~eight~~ ten (810) years related work experience may be substituted.
- ~~Experience using applicant tracking systems is preferred.~~ Public sector management experience and experience working with labor unions are preferred.

KNOWLEDGE OF:

- Equal opportunity and employment laws, regulations, and practices and ability to gain a working knowledge of City of Urbana Civil Service codes.
- Methods and practice of successful employment recruitment.
- Correct English usage, spelling, grammar, and punctuation.
- A strong understanding and appreciation of a diverse work environment.
- Report preparation methods and techniques.
- Proficient knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint.

ABILITY TO

- Communicate effectively.
- Make independent decisions in accordance with established policies and procedures.
- Establish and maintain effective working relationships with fellow employees, city officials, and the general public.
- Perform highly complex and confidential work.
- Analyze a variety of personnel problems and make sound policy and procedural recommendations;
- Understand, interpret and apply memoranda of understanding, Federal and State laws and regulations, professional and contractual service agreements, and City policies and procedures as they relate to personnel and/or human resources administration.
- Perform mathematical calculations and statistical analysis.
- Accurately assess candidate's abilities through interview and assessment techniques.
- ~~Prioritize workload and work with frequent interruptions.~~

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- ~~Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.~~

- Professional certification as a Professional/Senior Professional in Human Resources (PHR/SPHR), SHRM Certified/Senior Certified Professional (SHRM-CP/SHRM-SCP), or similar designation.

CONTACTS: INTERNAL/EXTERNAL

- Regular contact with print media, agency directors, and recruitment personnel to advertise and communicate regarding position opening with the City.
- Regular contact with department directors and employees from other City departments to discuss personnel matters.
- Regular contact with general public, including business people, and other personnel professionals.

Supplemental Information

Supervision received

- This position works under the direction of the Human Resources & Finance Director. The incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

Level and complexity of supervision exercised

- This position is responsible for supervising the Human Resources Assistant, Human Resource Coordinator, and Human Resource Generalist positions.

Security Level

- PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

Working Environment:

—Standard office setting, but may be exposed to work environment of any City employee while conducting job audits.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to manipulate objects, tools, or other controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25_-pounds. Specific vision abilities required include close vision, peripheral vision, depth perception, color perception, and the

ability to adjust focus.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

For HR/Finance Use

Title Code 1351	Pay Grade 115
EEO Category 2-Professionals	

Class Specification History

New classification: 02/05/2020

General revision: [10/26/22](#)