

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

| <u>PERSONNEL DIRECTOR</u> | | | |
|----------------------------------|-----------------------------|------------------------|---------------------------|
| Department: | Administration | Sub-Department: | Manager/Personnel |
| Reports To: | City Manager | Backed Up By: | As Assigned |
| Supervises: | Community Recreation Coord. | Backs Up: | As Assigned |
| Pay Range: | 22 | Classification: | Full-Time Exempt Position |

GENERAL FUNCTIONS

Responsible for citywide personnel functions to ensure compliance with City of Homer Personnel Regulations, State and Federal laws. Performs complex management, operations, program analyses, studies, and special projects. Prepare and draft ordinances, resolutions and memoranda as may be needed for areas of responsibility. Responsible for oversight of the Community Recreation Program.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. As Personnel Director ensures compliance with Personnel Regulations local, state and federal laws with the following functions as direct responsibilities:
 - a. Maintains personnel files for all city employees.
 - b. Advertises open positions, processes applications and performs employee orientation and processing paperwork.
 - c. Maintains job descriptions, reviews salary and benefit parity, factors final job descriptions.
 - d. Develops personnel regulation revisions for the City Manager and eventual adoption by Council.
 - e. Administers the City's employee appraisal system. Processes personnel change notices.
 - f. Develops and administers the personnel budget.
 - g. Monitors compliance with Family Medical Leave and completes necessary reports and paperwork.
 - h. Files work injury reports and assists employees with necessary paperwork.

Received _____ Approved: _____
 Employee: _____ Dept. Head _____ Personnel _____ City Manager _____ (1-11)

CITY OF HOMER
JOB FUNCTIONS AND MAJOR ACTIVITIES - continued

- i. Publishes monthly employee newsletter.
2. Responsible for maintaining employee benefit programs; wellness, health and life insurance, deferred compensation, Aflac and retirement program.
 - a. Prepares monthly health and life insurance reports. Processes new additions, terminations and status changes.
 - b. Monitors and recommends revisions to city's health plan language. Responsible for negotiations and review of insurance policies. Recommends annual premium rates for insurance reserve fund. Assists employees with insurance issues. Reviews weekly claims register and processes payment request for Finance Dept.
 - c. Acts as City of Homer Employee Benefit Plan Privacy Official. For specific duties refer to the HIPAA Privacy Regulations.
 - d. Arranges visits and schedules employee appointments with representatives of benefit programs.
3. Maintains the personnel website.
4. Maintains the Drug Free Workplace Policy for city employees. Responsible for the Commercial Driver's License Alcohol and Drug testing program. Acts as liaison with Medical Review Officer. Schedules testing for employees.
5. Responsible for supervision of Community Recreation Coordinator, including preparing evaluations and recommendation on hiring and firing as defined by personnel regulations. Meets with Kenai Peninsula Borough School District representatives and oversees Coordinator in development of Community Recreation Program.
6. In order to improve the efficiency and effectiveness of City programs and functions, performs management, organization, and operations analyses and studies of various City Departments and sub-departments. Such analyses and studies may be initiated at the Department's request through the City Manager, Mayor or Council.
7. Prepare and draft City ordinances, resolutions, memoranda, and other documents. Such drafts may result from a study or analysis as conducted above, or may be prepared at the request of the City Manager, Mayor, or Council.
8. In the absence of administrative staff may be required to answer phones and respond to inquiries from the public.
9. Perform other duties as directed by the City Manager.

CITY OF HOMER
JOB FUNCTIONS AND MAJOR ACTIVITIES - continued

SKILLS, KNOWLEDGE AND ABILITIES

Five years experience in personnel/human resource management. Supervisory experience required. Certification in Human Resource Management or Bachelor's degree in business or human resources desired. Working knowledge of employee benefit plans and state and federal laws pertaining to employee labor issues. Excellent written and oral communication skills required. Working knowledge of personnel software relevant to job duties, including but not limited to spread sheets and word processing programs. Ability to monitor several tasks at a time essential. High School Diploma required.

DECISION MAKING RESPONSIBILITIES/AUTHORITY

Under limited supervision, must be able to perform a wide variety of administrative functions within the Administration Department, and work with other Departments throughout the City. Independent judgment and analytic skill necessary. Responsible for strict confidentiality in personnel and health benefit issues. Responsible for development and expenditures of personnel budget on a division level and oversight responsibility for Community Recreation budget. Develops city-wide policy for personnel issues. Due to the nature of determinations made by this position on matters concerning personnel, this position is a major source of potential liability to the City.

SUPERVISORY AUTHORITY

Community Recreation Coordinator.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with top City management and middle management staff and with the City Manager, Mayor, and Council. Low frequency of presentation and attendance at Council and Commission meetings to present studies and analyses. Moderate frequency of contact with the general public and government officials. High frequency of contact with service personnel who provide employee benefits.

WORKING CONDITIONS

Office environment. May be required to attend council meetings. While performing the duties of the job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk occasionally required to stoop, kneel, or crouch, and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the major activities. Overtime exempt position.