

CITY OF MUSKOGEE
DIRECTOR OF PERSONNEL

SUMMARY

Under the direction of the City Manager performs a variety of complex administrative, technical and professional work ensuring compliance with federal, state and local laws and regulations. Work includes the establishment and maintenance of effective standards, policies and procedures for all personnel programs including recruitment, selections, placement, position classification and compensation, employee training and development, benefits, safety, and labor relations.

ESSENTIAL FUNCTIONS OF THE POSITION AND BASIC DUTIES

Serves as executive officer of the Merit System Board; prepares and administers initial entry and promotion examinations; oversees the analysis, maintenance, security and communication of personnel record systems; supervises clerical staff.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice, communicates official plans, policies and procedures, makes presentations to city officials, staff, committees, board, commissions, civic groups and the general public.

Oversees City's classification and compensation plan.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Plans and directs implementation and administration of benefits programs designed to insure employees against illness, injury, layoff or retirement.

Directs preparation and distribution of written and verbal information to inform employees of: city policies, benefit programs such as insurance plans, pension plans, paid time off, incentive programs, and special employer sponsored activities; and other necessary information.

Studies legislation, arbitration decisions, and collective bargaining contracts to assess employment trends.

Manages and supervises human resources department to achieve goals within available resources; establish department policies or procedures; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Coordinate all recruitment, selection and hiring activities to obtain qualified applicants for vacant positions according to sound personnel practice, organizational policy and procedures and all applicable regulations.

Serve as liaison with outside contracted agencies and vendors providing employee services such as training, employee assistance, temporary personnel, etc.

Administers City's drug testing programs assuring compliance with all regulatory requirements, program confidentiality and maintenance of recording keeping.

Serve as "internal consultant" to City Manager and department heads, providing information and support as needed in the interpretation, implementation, administration of City Merit System policies and procedures, disciplinary issues, performance problems and other issues directly or indirectly affecting the employees of the organization.

Maintain technical and/or professional proficiency in primary area of responsibility, demonstrating responsibility for self-development, striving to continuously stay informed regarding new ideas and procedures applicable to specific area of responsibility.

Demonstrate an attitude of cooperation, open-mindedness and flexibility regarding the resolution of disagreements or problems.

Administers the City Health Plan, Worker Compensation/Risk Management and Safety Program.

Acts as the Affirmative Action Officer of the City and oversees all activities of employment to assure compliance with affirmative action goals, Equal Employment Opportunity guidelines and federal, state and municipal laws.

Manages a continuing program of task analysis and job evaluation to provide regularly updated job descriptions for the City position classification plan.

Receives information from outside agencies regarding discrimination suits, investigates allegations and responds accordingly with assistance from the City Attorney Department.

Acts as the chief training officer for the City and recommends, plans and conducts training sessions for employees and supervisors related to policies and procedures, rules and regulations, contact administration procedures to assure compliance with collective bargaining contracts.

Coordinates and manages all activities relating to labor/management relations, including serving as Chief Negotiator; liaison between management and bargaining units; compiles and organizes data for negotiations, grievances and/or arbitration; cost analysis of contract demands; prepares contract to be submitted to labor organization for approval; and makes progress reports to the City Manager and advises regarding any potential problems.

Monitor, process and verify employee transactions such as selection, promotions, transfers, merit increases, discipline recommendations and any other employee record changes by reviewing supporting documentation, making inquiries, reviewing policies and procedures, and rendering decisions in regard to fairness and equity.

Advise managers and employee on city, state and federal hiring policies and procedures and classification programs.

Maintain confidentiality, including but not limited to private health information.

Provide assistance to other departments as needed.

Perform other duties as assigned in a positive manner which supports the vision and strategic objectives of the Division/Department and the entire organization of the City of Muskogee.

KNOWLEDGE, SKILLS AND ABILITY

Knowledge of

- Extensive knowledge of the principles, practices, and operations necessary for the successful delivery of the Human Resources function for the organization;
- Positive, management, human relations, and technical skills;
- City operations, structure and procedures;
- Effective techniques of inter personal communications and relations;
- Problem solving methods;
- All applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of this position.

Ability to

- Develop and administer policies, procedures, plans and activities and to monitor the performance of subordinates against measured, established goals;
- Keep abreast of changes in policy, methods, regulations, laws and legal proceedings related to the field of Human Resource Management.
- Understand and carry out oral and written directives and instructions;
- Establish and maintain effective relationships with those contacted in the course of work, within the context of the City's Vision and the "Character-based Culture: of the City of Muskogee;

- Understand and use statistical analysis processes as applicable;
- Assemble information and make written reports and documents in a concise, clear and effective manner, to boards, commissions, citizen groups, employee groups, and community organizations.

Skill in

- Effective management and supervision of others;
- Practices and methods of negotiation as necessary to perform required responsibilities for labor negotiations;
- Communication – including verbal, written, public speaking and oral presentation skills.

EDUCATION

Graduation from college with major course work in psychology, personnel administration, public administration, business administration or other closely related field and five years of experience in personnel management including two years in public personnel administration at the level of personnel director or assistant director; or eight years of progressively responsible experience in personnel management, including three years as personnel or assistant director of a municipality or other public jurisdiction.

PHYSICAL REQUIREMENTS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, use hands and fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell.

The employee must occasionally lift and/or move more than 40 pounds. The specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks of this position.