

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Manager, Human Resources	<b>BAND/LEVEL:</b>	MGT III
<b>DEPARTMENT:</b>	Human Resources	<b>JOB NO:</b>	1400
<b>DIVISION:</b>	Employee Relations & Safety	<b>DATE:</b>	10/04/15
<b>REPORTS TO:</b>	Chief Human Resources Officer	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> X	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 191

**REPLACES:** Employee Relations Specialist & Manager, Retirement Plans      **DATE:**

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### **JOB SUMMARY STATEMENT:**

Manages, supervises and coordinates services, activities and operations of multiple functions within Human Resources such as recruitment and selection, employee relations, equal employment opportunity/affirmative action, safety and loss prevention, and disability management. Responsible for the development, implementation and administration of assigned programs. Sets goals, implements and enforces policies and procedures, provides program planning and oversight, and develops and monitors budget for assigned division. Ensures program compliance with federal, state and local laws and regulations governing assigned programs. Prepares and presents reports and studies to senior management and other organization levels as needed. Conducts special assignments as required.

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### **DUTIES AND RESPONSIBILITIES:**

1. Directs the activities of the assigned division to include the development, implementation and administration of programs, policies, procedures, goals and objectives.
2. Ensures programs compliance with federal, state and local laws and regulations governing assigned programs; researches legal requirements and monitors programs for compliance; maintains legally required documents and files.
3. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to existing human resources programs, policies and procedures as appropriate.
4. Directs, coordinates and reviews the work plan for assigned human resources programs, services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products; methods and procedures; meets with staff to identify and resolve problems.
5. Monitors employee development, evaluates employee performance, and conducts performance evaluations.
6. Performs other managerial/supervisory duties as assigned.

### **Recruitment and Selection:**

1. Manages the recruitment process for exempt and non-exempt City positions. Assists department managers and supervisors in the development of employment standards, recruitment and screening devices (job ads, employment applications, interviews, employment tests, reference checks, and job requirements). Develops salary offers and monitors employment procedures and guidelines.
2. Develops and extends job offer to selected candidates. Initiates background investigations (may include driving records check, criminal records check, employment verification, education verification, credit, etc.) as required. . Manages the new hire process and processing of new hire paperwork and employee identification cards.
3. Develops and interprets policies and procedures relating to conditions of employment and employment practices.

### **Employee Relations:**

1. Counsels and assists management personnel and employees regarding employment and employee relations issues, City policy interpretation, or other work-related matters. Meets with managers and employees to discuss and analyze situation as it pertains to City policy or procedures, recommends course of action, provides follow-up session(s) as needed, and provides individual or group information training sessions.
2. Serves as consultant, lead investigator, and coordinator of City's internal investigation and resolution process. May

coordinate and develop training for investigators and monitors the availability of investigators. Conducts investigations of discrimination, sexual and other harassment claims, and any other violations of organizational policies and Federal and State laws related to employment filed internally. Presents findings and results to the Management Team.

3. Promotes the recruitment, hiring, advancement, and retention of minorities, females, and the disabled. Prepares quarterly Equal Employment Opportunity (EEO) Reports. Conducts investigations of discrimination claims filed internally and externally (EEOC, civil, etc.). Reviews and interprets City policies and procedures; works with departmental personnel and with internal and external legal counsel, interviews claimant and other appropriate personnel; prepares findings in report form to present to appropriate City personnel; prepares all appropriate City, state, and federal reports.
4. Provides and/or assists in training employees in the areas of interviewing, sexual harassment, discipline, policy implementation/administration, and other employee relations matters. Prepares curriculum for training sessions, coordinates and engages outside consultant, and/or facilitates training session.

**Disability Management:**

1. Manages the disability management program. Develops tracking and reporting procedures to ensure timely notification of employees on extended leave of the rights and benefits in which they are entitled. Coordinates the process with HR staff and department managers. Oversees and audits the process. Prepares and/or coordinates the preparation of written notification to employees and managers. Ensures reports are developed and contain accurate data to monitor employment and benefit-related events (FMLA, KPERS, health & wealth benefits, ADA review, job retention/placement, etc.)
2. Coordinates the ADA Reasonable Accommodation process and assists the Reasonable Accommodations Committee, as needed.

**Safety:**

1. Oversees the City's Safety, Loss Prevention and Hazardous Communication Program to include safety audits, processing of worker's compensation claims, ergonomic assessments/evaluations, and accident investigations. May conduct breathe alcohol tests.

**Miscellaneous:**

1. Manages the Employee Recognition Program (City's Service Award Program and League of Kansas Municipalities). Oversees the vendor selection process. Monitors the timely distribution of awards to employees. Authorizes vendor and invoice payments.
2. Manages the City's employee suggestion program "Suggestion Connection." Serves as Program Coordinator. Communicates with appropriate departmental personnel regarding suggestions; analyzes data submitted; organizes and presents recommendations as needed. Administers daily activities with the program

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in Human Resources, Public Administration, Business Administration or closely related field is required; or an equivalent combination of formal education and work experience. Professional certifications in the Society of Human Resource Management or Employee Benefits is preferred.

### **EXPERIENCE:**

Six to eight years of progressive experience in human resources, preferably in employment, employee relations, employee benefits or pension administration, including two years of administrative and supervisory experience.

### **SKILLS:**

1. Effective oral and written communication skills.
2. Requires proficiency in spreadsheet and word processing software applications.
3. Effective listening skills.
4. Reading skills.
5. Analytical skills
6. Lawful interviewing skills.
7. Good memory skills.
8. Organization and presentation skills
9. Leadership skills.

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend state and federal employment laws and regulations.
2. Ability to analyze complex problems, counsel others, and recommend solutions.
3. Ability to evaluate human resource programs and recommend changes to meet specific needs.
4. Ability to recognize and protect confidential information.
5. Abstract and logical reasoning.
6. Ability to train and guide others.
7. Ability to organize and retrieve data effectively.
8. Ability to be tactful, diplomatic, and exercise good judgment.
9. Alpha and numeric recognition.
10. Good memory

### **PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input computer and copier data.
2. Visual stamina and acuity adequate to review alpha/numeric data.
3. Ability to attend/conduct meetings and be attentive for extended periods of time.
4. Ability to make and receive phone calls.
5. Ability to speak clearly.
6. Ability to hear clearly and distinctly.
7. Ability to transport and operate Breath Alcohol Machine (approx. 20 lbs.)

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct: Administrator, Safety & Loss Prevention  
Human Resources Representative  
Human Resources Assistant, Senior  
Human Resources Assistant

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**