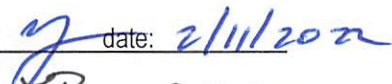



# CITY OF MILL CREEK

## POSITION DESCRIPTION

**POSITION TITLE:** Human Resources Manager      **JOB CLASSIFICATION:** Manager  
**DEPARTMENT:** Executive      **REPORTS TO:** City Manager  
**SALARY RANGE:** 23      **FLSA EXEMPT:** Yes  
**REPRESENTATION:** Non-represented      **Approvals: CM:**  date: 2/11/2022  
**Approvals: HR:**  date: 2.11.2022

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### **GENERAL DESCRIPTION:**

Responsibilities include providing leadership in developing, implementing and managing the services, activities and policies of the human resources function for the organization and managing daily operations. Provide guidance to City leadership regarding strategic direction of the City's human resources function.

### **ESSENTIAL JOB FUNCTIONS:**

1. Provide HR leadership for the City and strategically focus the HR function to support the organization's goals and priorities. Provide consultation, support and guidance to department directors, managers and supervisors regarding personnel policies and procedures, conflict resolution, training, disciplinary actions and other sensitive personnel issues.
2. Administer HR programs and daily operations. Initiate program and process development and improvement efforts to increase management effectiveness and employee engagement.
3. Oversee and administer the recruitment, selection, and hiring of employees, including Civil Service. Provide leadership, direction and support to City departments to attract, retain and develop quality candidates and employees.
4. Provide oversight, consultation and recommendations related to organization-wide personnel programs such as employee benefits, rewards and recognition, and health and safety programs.
5. Responsible for HRIS development, maintenance and related HR file maintenance, retention and archival based on state records retention schedules. Maintain printed, published, and electronic HR information, including recruitment and Civil Service records, job descriptions, compensation analysis, etc.
6. Maintain the City's Personnel Administration Manual; review periodically and revise as needed to keep current. Assist management with consistent interpretation of personnel policies.
7. Participate on the City's collective bargaining team during labor negotiations with unions; ensure appropriate record keeping, interpret and administer labor agreements, and assist with grievance resolution.
8. Administer Civil Service Rules.
9. Conduct employee disciplinary meetings, terminations, and investigations.
10. Administer and maintain the employee classification and compensation plan; perform classification analysis; recommend position assignments to appropriate salary ranges.
11. Ensure compliance with federal and state labor and employment laws including but not limited to those governing wages, leave and accommodation, workers' compensation, health and safety; and assist with administering policies and practices in compliance with these laws.
12. Track and maintain organizational training documentation, including safety training and recordkeeping required by law. Work with supervisors to maintain currency of staff training, licensure and certification. Provide and/or document required HR training.
13. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- Human resources programs and services including EEO, employee and labor relations, recruitment and selection, training, classification and compensation, employee benefits, performance evaluation, supervision and safety.
- Training/staff development principles and programs.
- Municipal administration and principles and practices of leadership, management and training.
- Principles and practices of supervision and human resources administration, including federal and state laws regarding personnel policies and practices.

### **Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Provide leadership and direction to staff; plan, assign, delegate, supervise and evaluate the work of subordinates.
- Provide guidance to department directors and other supervisory personnel in dealing with sensitive personnel issues.
- Use a variety of computer software applications, including word processing, data base, spreadsheet, e-mail and apply computer solutions to human resources functions.
- Lead and direct the operations, services and activities of the Human Resources function.
- Interpret and explain complex legal and administrative information to employees and officials.
- Analyze problems, identify potential solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Establish and maintain effective working relationships with City personnel, subordinates, other department managers, other agencies and the general public.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team members' concerns and contributions and supporting management and team decisions.

## **MINIMUM REQUIREMENTS:**

### **Experience and Education/Training:**

- Bachelor's degree in human resources management, business/public administration or related field, plus five years progressively responsible experience in human resources functions, including three years of management-level experience, preferably in local government, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

### **Preferred:**

- Five years working for a local government.
- SHRM certification as Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).
- Master's degree in Human Resource Management, Business or Public Administration, or closely related field of study.

## **PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.