



**DEPARTMENT OF THE CITY MANAGER
JOB DESCRIPTION**

HUMAN RESOURCES SPECIALIST

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Responsible for providing HR (Human Resource) support to the Department of the City Manager with regards to all aspects of HR including policy interpretation, performance management, investigations, HR reporting, rewards and recognition, compensation, employment law, training, and development. This position will also be involved in coordinating strategic HR initiatives such as onboarding and new hire orientation, talent acquisitions and employee relations. Work relating to human resources is done under the direction of the City Manager.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Coordinates the hiring process for regular full-time and regular part-time employees as directed by the City Manager.
- 1.2 Prepares job notices and coordinates publication/posting. Receives and review applications. Coordinates and participates in the interview process. Conducts initial entrance interviews with new employees regarding benefits matters.
- 1.3 Administers employee benefits programs including health insurance, disability, life, workers compensation, and family medical leave. Completes and submits all employee benefits forms. Assists employees in completing and filing benefit enrollment changes.
- 1.4 Develops, recommends, and implements personnel policies and procedures, prepares, and maintains the Employee Handbook on policies and procedures.
- 1.5 Assists City Manager in ensuring compliance with all federal, state, and local employment law and stays apprised of legal issues.
- 1.6 Assists City Manager in maintaining the personnel files for all City employees.

- 1.7 Assists City Manager in acting as liaison for HR related claims (workers comp/unemployment).
- 1.8 Conducts new-hire orientations.
- 1.9 Assist City Manager in conducting internal employee investigations.
- 1.10 Responsible for updates to HR content of the City website.
- 1.11 Assist City Manager in coordinating the compensation plan and employee evaluation processes; conducts salary audits; coordinates the position classification system; develops and maintains up to date position descriptions for all regular employees.
- 1.12 Monitors' union contracts to ensure wage scales and procedures are being followed.
- 1.13 Coordinate with the City Manager on any issues relating to employee benefits, wages, or hours.
- 1.14 Participates in discussions and makes recommendations on confidential collective bargaining matters.
- 1.15 Assist City Manager in reconciling data to ensure compliance with collective bargaining agreements, and City personnel policies and procedures.
- 1.16 Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- 1.17 Attends committee, commission and council meetings as assigned.
- 1.18 Other duties as assigned by the City Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable ordinances, state laws and regulatory codes under which the municipal government operates. The position requires specialist and theoretical knowledge, familiar with standards concepts, practices, and procedures within Human Resource.

The ability to work in an office environment, with presentations being made at various works sites. Ability to handle prolonged use of computer and exposure to computer screens, organize and prioritize workload to meet deadlines, work independently, conduct research into a variety of topics and compile logical reports, communicate effectively in oral and written form, supervise other employees as assigned, work within time limits in an efficient and effective manner,

establish and maintain effective working relationships with other City employees, maintain confidentiality as required in job functions, establish and maintain professional conduct with customers and citizens, read and interpret correspondence, reports, policies, and other routine written communications, conduct mathematical operations to calculate figures and analyze simple financial data.

TOOLS AND EQUIPMENT USED:

Calculator; Telephone, Microsoft Office suite; copy machine; Human Resource and Outlook Software.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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

While performing the duties of this job, an employee constantly sits; grasps; holds; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks. Employees frequently reaches; uses the telephone, has contact with public/customers; works alone. Employee occasionally stands; walks; drives motor vehicle; tastes or smells; stoops, kneels, crouches, or crawls, climbs stairs.

Employee must be able to occasionally lift to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

1. BA in human resources, public administration, business administration or a related field.
2. Senior Professional in Human Resources (SPHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) credentials, are preferred.
3. At least 3 years of experience in personnel administration.
4. Strong computer skills. Valid driver's license.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here 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.

While performing the duties of this job, employee is constantly exposed to significant work pace/pressure in accomplishing multiple priorities and difficult tasks. Employee is frequently exposed to office noise; occasional temperature extremes when required to go outdoors. Employee is occasionally exposed to dirt inspecting job sites and dampness when outside the office on business.

POSITION ACCOUNTABILITY:

REPORTS TO: CITY MANAGER

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 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.

CITY OF PLATTEVILLE VALUES:

Having a Positive Impact on Our Community · Treating our Customers with Care · Working Cooperatively Together · Doing Quality Work · Demonstrating Integrity on the Job · Showing Flexibility and a “Can Do Spirit” · Acting as Good Stewards of the City’s Resources · Ensuring Our Safety and the Safety of Others

Approved by Common Council: 11/24/20

Revision History: