City of Shakopee
POSITION DESCRIPTION

TITLE: Human Resources Director
DEPARTMENT: Administration
REPORTS TO: Assistant City Administrator
STATUS: Full-time, Exempt
PAY GRADE: 220
LAST REVIEWED: 12.20.2023

SUMMARY
Directs and coordinates all human resource-related activities, including, but not limited to, personnel policy development, implementation and execution; recruitment/selection of personnel; discipline; compensation and benefit administration; labor relations; compliance with all applicable local, state and federal laws and regulations affecting human resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Directs the City's Human Resource functions, including recruitment and hiring, compensation and benefits, employee development and training, and labor negotiations.
- Monitors state and federal regulations and industry best practices regarding employment, compensation and benefits. Drafts, recommends and implements corresponding changes to City policy and procedures as necessary.
- Researches and makes recommendations regarding personnel policies, compensation levels and employee benefits to reflect the City's goals, needs and resources.
- Coordinates the collective bargaining process and ensures proper implementation of all negotiated agreements.
- Supervises and oversees payroll processing and benefits administration. Ensures compliance with COBRA, the Family Medical Leave Act and other complex employee benefits and entitlements.
- Assists and advises in developing departmental priorities, goals and objectives to meet City, departmental and customer needs; assists in establishing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives; assists in developing and evaluation of internal policies and operating procedures and develops staff organization to effectively carry out departmental operations.
- Coordinates city-wide training and assess training needs for all departments.
- Serves as the primary contact for all City employees in answering human resource questions and assisting employees in understanding the City's human resource policies, rules and procedures, and insurance and benefit plans.
- Manages the insurance renewal process.
- Manages the City's Safety Committee. Assists with the scheduling and coordination of monthly safety training. Provides implementation and follow-up support for safety compliance and improvement initiatives.
- Oversees the City's workers compensation, safety and wellness programs.
- Prepares and administers the annual Human Resource Department budget.
- All other tasks, duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to read, analyze and interpret correspondence, financial reports, legal documents and scholarly articles.
- Ability to write reports, memos and business correspondence using proper spelling, grammar and punctuation.
- Ability to effectively present information in one-on-one and group settings and respond to questions from employees, elected officials and the general public.
- Ability to establish and maintain positive, professional working relationships with co-workers, subordinates, supervisors and elected officials.

- Ability to maintain confidentiality of personnel information, follow the Minnesota Data Practices law and exercise appropriate judgment in the release or presentation of information.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to support decisions and recommendations within a context of objective analytical data and justifiable cost.
- Ability to work with the public in a friendly, tactful manner.
- Ability to maintain a high level of integrity and ethical performance at all times.
- Ability to plan and develop organizational goals and objectives, take initiative, facilitate organizational change and communicate goals and objectives to City personnel and the general public.

SUPERVISION
- Supervises HR Specialist positions.

INTERNAL/EXTERNAL CONTACTS
- Daily contact with human resources staff and Administrative Department.
- Daily contact with the public.
- Daily contact with Department Heads to provide support and assistance.
- Daily contact with vendors.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in Human Resource Management, Public Administration, Business Administration or closely related field from an accredited college or university. Five years of work experience directly with city/county human resources functions, knowledge of local government operations and a valid driver's license

Desired Qualifications

Master's Degree in Public Administration or closely related field.

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB
- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine
- Calculator

The City of Shakopee is an Equal Employment Opportunity Employer