

**CITY OF RICHMOND
JOB DESCRIPTION**

Position: Director of Human Resources and Compliance	Job Category: PAT
Department: Human Resources	Status: Full-time
Reports To: Mayor	FLSA Status: Exempt
Salary Range: \$47,898- \$57,898	
Date Revised: November 2016	

Summary

Serves as Director of Human Resources and is responsible for managing and assisting all city departments and Department Heads with personnel functions and oversees management of benefits programs for city personnel. Programs include health, life, employee assistance/behavioral health, worker's compensation, unemployment, short-term and long-term disability, retirement, and deferred compensation. Also oversees management of Stop/Loss/Property insurance for city fixed assets.

Job Requirements and Difficulty of Work

Designs and implements human resources systems for city departments, including reviewing and updating position descriptions and classifications.

Interprets and writes necessary personnel policy changes and provides current information to various departments and employees.

Monitors compliance by department and advises Mayor, department directors, management staff, and individual employees regarding personnel policy and procedure.

Serves as the Vice-Chairperson for the City Safety Committee. This committee reviews all claims, including worker's compensation, and liability insurance on a monthly basis. The sub-committee on inspections also monitors all city facilities on an informal basis ensuring compliance with OSHA safety standards. Performs risk management oversight function for the city.

Lead negotiator for union contracts with the Police and Fire bargaining units and the unions representing Roseview Transit, Park, Sanitary and Street Departments. Schedules and participates in all grievance hearings.

Manages all personnel files to accommodate union contract compliance.

Works closely with city Law Department regarding legal issues, tort claims, etc.

Monitors the union contracts to ensure compliance.

Provides fact-finding results regarding insurance plans and works with the Mayor, Finance, Purchasing and applicable committees to determine insurance benefit programs for employees and general liability and workers' comp coverage.

Serves on and provides technical information to the Health Insurance Committee.

Serves as HIPAA Administrative Officer to ensure city is compliant with HIPAA regulation. Design and implement the HIPAA compliance program.

Serves as City ADA Coordinator to ensure all city properties are ADA compliant.

Manages the Federal Alcohol and Drug Testing program for all CDL drivers, including random draws as required and any necessary follow-up with EAP program and scheduled testing.

Prepares and oversees the budget for the human resources department.

Prepares all advertisements for positions with the city, places the job posting advertisements, and serves as the intake officer for all job applications. Pre-screens all applicants by reviewing application. Assists in the interview process if requested by the department. Responsible for on going job applicant pool for possible job openings.

Responsible for organizational development design, strategic planning and developing and administering a new Training Development Program to accomplish in-house training/orientation in all departments for new and existing employees to ensure compliance of state and federal agency regulations

Manages requests for Family and Medical Leave, short-term disability, blood borne pathogen shots, and other employee programs.

Knowledge and Skills

Bachelor's degree in Public Administration or related field or equivalent training and experience.

Thorough knowledge and ability to use accepted administrative and personnel principles and practices.

Thorough knowledge of federal, state, and city personnel regulations and requirements, city code and legal language. Ability to apply this knowledge to the overall operations of city departments and employees.

Working knowledge of the principles and practices of salary administration in the public sector.

Ability to communicate effectively and tactfully to a wide range of individuals, including federal, state, county and city officials, department heads, employees, union officials, arbitrators, and members of the general public.

Knowledge of and ability to operate a computer and basic software, such as word-processing, spreadsheet, and database programs. Knowledge of and ability to operate basic office equipment, such as calculator/adding machine, typewriter, telephone, copy machine, and fax machine.

Responsibility and Supervision

Incumbent requires only administrative direction in performing duties with work reviewed upon completion. Establishes own standards of performance, limited only by city policies and budgets. Independent judgment is required in making decisions on policies affecting personnel and in making recommendations. Final authority in decisions affecting human resources operations, job postings, and employee benefits programs. Directly responsible for final results of decisions.

Incumbent provides general supervision of department. Responsible for the execution of recommendations regarding quantity and quality of work, costs, methods, maintenance of discipline, interpretation and enforcement of rules and regulations, transfers, rate changes, hiring, and separations.

Errors involve information on which administration bases important decisions and can substantially affect the reputation of the department. Errors may have adverse effects on relationships in the community and/or cause substantial exposure to financial liability to the department.

Personal Work Relationships

Incumbent maintains inside and outside contacts to carry out department policies and programs. Inappropriate manner and handling has considerable effect on operating results. Often deals with persons in authority or those of higher rank on matters requiring explanation, persuasion, or obtaining approvals.

Physical Requirements

Incumbent performs sedentary work. Exerts up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work involves sitting most of the time.

While performing the duties of the job, the incumbent is **constantly** (over 70%) required to sit; **frequently** (50-70%) required to talk; and **regularly** (11-49%) required to walk; hear; see, write, read, and handle objects.

Working Conditions/Work Environment

Incumbent performs duties under good working conditions, such as a typical office environment. Subjected to little or no exposure to adverse or distracting conditions.