

Personnel
6-16-14

14-1360

RESOLUTION
HUMAN RESOURCES DIRECTOR

WHEREAS, on March 14th, 2014, the former Human Resources Generalist separated employment with the City of Manitowoc; and

WHEREAS, City Attorney Kathleen M. McDaniel and Finance Director/Treasurer Steve Corbeille have been handling Human Resources functions until a Human Resources Director is appointed; and

WHEREAS, the Personnel Committee recommends hiring Rochelle L. Blindauer as the Human Resources Director with a start date of June 30th, 2014, with a salary set at Grade S, Step 1, at \$39.00 per hour or \$81,120 annually, of the City of Manitowoc compensation scale.

WHEREAS, the attached revised Human Resources Director job description was approved at the April 14th, 2014 Personnel Committee meeting.

NOW THEREFORE, BE IT RESOLVED BY Mayor Justin M. Nickels and the Common Council of the City of Manitowoc that Rochelle L. Blindauer be hired with a start date of June 30th, 2014 at Grade S, Step 1, at \$39.00 per hour or \$81,120 annually, of the City of Manitowoc compensation scale, all in accordance with the Mayor's adopted 2014 Executive Budget.

Introduced	<u> JUN 16 2014 </u>	_____
Adopted	_____	_____
Approved	_____	_____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date:

POSITION IDENTIFICATION

Position Title: Human Resources Director

Division: Human Resources

Status: Full Time Exempt

Normal Workweek: Monday through Friday 7:30 a.m. to 4:30 p.m.

SUPERVISORY RELATIONSHIPS

Reports to: Mayor and Common Council

Directly Supervises: Paralegal

POSITION PURPOSE

Provides and/or oversees all human resources, labor related and safety activities for the City of Manitowoc. This position is responsible for administration of all personnel policies, labor agreements, and insurance plans; organizational development and implementation and maintenance of the City Compensation Plan. As Chairperson of the city-wide Safety Committee, the Human Resources Director also performs a variety of duties to ensure departmental compliance with safety regulations and assists in development of safety programs. The work is performed under the direction of the Mayor and Common Council.

ESSENTIAL DUTIES

- Works closely with the Mayor, Finance and Personnel Committees, and Department Heads in all matters relating to human resources and labor relations, including collective bargaining and all personnel matters.
- Consults and advises department heads on succession planning, organizational development and performance management. Oversees annual performance review process.
- Oversees and administers the City's health, unemployment, and workers compensation insurance and flexible spending programs, including supervising the investigation of claims and the settlement of claims included with the City's self-insured retention.
- Works closely with the City Attorney in arbitration, mediation, and grievance hearings;
- Assists in the preparation of funding applications for state and federal grants;
- Works with legislature for legislation favorable to the City;
- Prepares departmental budget requests;
- City Safety Committee Chairperson and Safety Program oversight; conducts quarterly meetings; coordinates and assists in development of safety programs and policies; prepares and files annual safety program grant application.
- Negotiates labor contracts in concert with the City Attorney and with City represented employees. Administers labor grievances, mediation and arbitration. Researches and develops salary and benefit data to assist in effective labor negotiations. Reviews and drafts all labor contracts.
- Conducts recruiting activities for City positions including but not limited to preparation of advertisements and employment bulletins; screens applications; selects and/or designs and

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- administers employment or promotion tests and selection procedures; prepares/conducts interviews; conducts reference and background checks; performs additional follow-up in accordance with Wisconsin Statutes and City policy as needed;
- Administers and maintains City's affirmative action plan; serves as City's affirmative action officer. Serves as City's compliance officer for the Americans with Disabilities Act.
 - Develops, maintains and implements Family and Medical Leave Act Policy;
 - Responsible for assuring compliance by the City with all State and Federal laws involving employment and safety in the workplace as well as areas of labor law including, but not limited to, ADA, FMLA, EOE, HIPAA, FLSA, harassment, and discrimination by training, managing, investigating and resolving related issues;
 - Updates employee policy manuals; develops and implements new personnel policies as needed.
 - Oversees development of position descriptions which accurately describe job duties and comply with ADA requirements.
 - Is custodian of personnel records. In cooperation with City Attorney, represents City in administrative or court matters involving any duties of the position. Regularly attends meetings of the Personnel Committee and Common Council; Recording Secretary for Personnel Committee.
 - Attends other meetings as required.
 - Performs others duties as required.

OTHER DUTIES

Attends other meetings and performs others duties as required.

MINIMUM POSITION QUALIFICATIONS

- Education:** Bachelor's degree in Human Resources or closely related field, with a minimum of seven years management-level human resource related experience. Master's Degree desired.
- Experience:** Minimum of seven years Human Resources experience, public sector experience preferred. Thorough knowledge of Wisconsin public sector labor law and personnel practices, collective bargaining and employment law and knowledge of and experience in organizational development; ability to analyze problems and present findings in a clear and concise manner and to accept a wide variety of responsibilities; maintain confidence of Mayor and Common Council.

Certifications/Licenses: SPHR Certification and valid Driver's License required.

Other Requirements: No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of Wisconsin public labor law; thorough knowledge of and experience in risk management; the ability to analyze problems and present in a clear and concise manner; knowledge of personnel practice, collective bargaining, and employment law; must possess the ability to accept a wide variety of responsibilities, maintain confidence of Mayor and Common Council; must possess critical thinking skills and strong interpersonal skills; Ability to concisely present legal facts, arguments, briefs, and communications orally and in writing; Ability to advise and provide interpretations to others on how to apply policies, procedures, and standards to specific situations; must possess the ability to communicate effectively with the City Attorney, City Department Heads, City Employees, Mayor, Council members, and the general public; ability to add, subtract, multiply, and divide, apply mathematical functions to specific numbers and data to reach valid and logical results; and the ability to complete statistical analysis of complex number arrangements.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

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

Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, kneeling, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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