

**CITY OF MANITOWOC
POSITION DESCRIPTION**

POSITION TITLE: Human Resources Director/Risk Manager
DEPARTMENT: Human Resources
STATUS: Full time exempt
POSITION REPORTS TO: Mayor and Common Council
DATE OF DESCRIPTION: July, 2008

SUMMARY:

Provides and/or oversees all human resources, labor related and risk management activities for the City of Manitowoc. This position is responsible for administration of all personnel policies, labor agreements, and insurance plans; responsible for development, implementation and maintenance of the City of Manitowoc Comprehensive Position Classification and Compensation Plan. As Chairman 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 FUNCTIONS include the following:

- X 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.
- X Oversees and administers the City's health, employment practice liability, unemployment and workers compensation insurance programs, including supervising the investigation of claims and the compromise of claims included with the City's self-insured retention.
- X Works closely with the City Attorney in arbitration, mediation, grievance and fact finding hearings;
- X Reviews or drafts all contracts to which the City is a party relating to labor and risk management;
- X Consults with and advises department heads on labor and risk management issues;
- X Assists in the preparation of funding applications for state and federal grants;
- X Works with legislature for legislation favorable to the City;
- X Prepares departmental budget requests;
- X Is responsible for the administration and renewals of the City's health, dental and workers compensation programs;
- X City Safety Committee Chairman 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.
- X 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.
- X Reviews and recommends annual nonrepresented wage proposals as a member of the

- Performance Evaluation Review Committee (PERC).
- X Prepares annual nonrepresented wage proposal for PERC Committee.
 - X Evaluates City's risk management priorities. Evaluates unemployment and worker compensation claims against the City.
 - X Recommends settlements for general liability health, unemployment and worker compensation claims.
 - X Negotiates and administers the City's flexible spending program.
 - X Conducts recruiting activities for all Department Head positions including but not limited to preparation of advertisements and employment bulletins; screens applications; selects and/or designs and 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;
 - X 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.
 - X Develops, maintains and implements Family and Medical Leave Act Policy;
 - X 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;
 - X Updates employee policy manuals; develops and implements new personnel policies as needed.
 - X Oversees development of positions descriptions which accurately describe job duties and comply with ADA requirements.
 - X 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.
 - X Attends other meetings as required.
 - X Performs others duties as required.

QUALIFICATIONS:

- X Thorough knowledge of Wisconsin public labor law;
- X Ability to analyze problems and present findings in a clear and concise manner;
- X Knowledge of personnel practice, collective bargaining and employment law;
- X Ability to accept a wide variety of responsibilities; maintain confidence of Mayor and Common Council;
- X Bachelor's Degree in Human Resources or closely related field with a minimum of five years management level human resource related experience. Masters Degree and Public Sector Human Resources experience desired.
- X Thorough knowledge of and experience in Risk Management.

SUPERVISORY RESPONSIBILITIES

- X Supervises Human Resources and Safety Coordinator and limited supervision of Confidential Legal Secretary.

LANGUAGE SKILLS:

- X Ability to concisely present legal facts, arguments, briefs and communications orally and in writing.
- X Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations;
- X Ability to communicate effectively with the City Attorney, Assistant City Attorney, City department heads, City employees, Mayor, Council members and the general public.

MATHEMATICAL ABILITY:

- X Ability to add, subtract, multiply and divide.
- X Ability to apply mathematical functions to specific numbers and data to reach valid and logical results.
- X Ability to complete statistical analysis of complex number arrangements.

CERTIFICATES, LICENSES, REGISTRATIONS:

- X Valid driver's license.
- X SPHR Certification desired.

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. 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. 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, 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.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described herein 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.

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.

FUNCTION OF POSITION DESCRIPTION:

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 position 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.