CITY OF DOVER, NEW HAMPSHIRE

Supplemental Position Description

Position: Director of Human Resources	**Position Control No:** xx-xx-xx-xx
Classification-Series: Director of Human Resources	**FLSA Status:** Exempt, Regular FT
Occupational Grouping: Professional & Managerial Services	**Union - Grade:** NON-UNION – 29
Organizational Unit: Executive Department	**Primary Job Location:** City Hall, 288 Central Avenue

JOB SUMMARY: Performs highly responsible administrative and managerial work involved with planning and directing a centralized human resource system in an automated environment, involving unionized and non-union personnel. Work includes advising and working with City Council and City Manager on significant personnel policies, procedures and labor relations issues, and the Personnel Advisory Board on personnel matters requiring their attention.

ACCOUNTABILITY: Work is performed with considerable latitude and independence under the broad supervision of the City Manager. Work is reviewed through reports, conferences, and effectiveness of operations. Performs regular duties on own initiative and exercises discretion.

SUPERVISION EXERCISED: Confers with City Manager on matters of significant policy and priority implications. Outlines operating policies, issues work assignments and areas of responsibility to assigned professional and clerical personnel. Evaluates completed work for effectiveness and conformity to established procedures, practices, work plan or other instructions.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; keyboard; copy and facsimile machines; mobile radio and telephone; pager; motor vehicles.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Advise City Manager and department heads to ensure compliance with all federal, state and local laws, collective bargaining agreements, and established policies related to employee benefits, compensation, employment and training;
2. Manage relationships with state and other regulatory agencies, such as State Department of Employment Security, Public Employee Labor Relations Board and Department of Labor;
3. Serve as internal human resource consultant to department heads and supervisors; counsels employees on employee rights and personnel matters; serve as advisor/mediator in employee disputes as may be assigned by City Manager;
4. Advise City Manager and department head regarding all employee terminations; coordinate and oversee all aspects of employee terminations;
5. Working with department supervisors, recruit, interview and recommend to department heads qualified employee candidates who can best perform the requirements of the position;
6. Develop and administer orientation program for informing and integrating new employees into the City organization. Coordinate job training with position supervisor to ensure beneficial starting experience for new employees;

7. Recommends, evaluates, conducts and participates in City-wide staff development for general employee, supervisor and management skills;
8. Monitors, makes recommendations and implements approved programs pertaining to overall employee health and safety including the development and maintenance of general Employee Safety Manual applicable to all City departments;
9. Conduct job analyses to establish the specific requirements of individual jobs within each department for the creation and oversight of job descriptions;
10. Perform wage and salary administration, with particular emphasis on establishing and maintaining uniform position classification system and compensation program;
11. Administer and recommend changes in employee benefit programs including medical, dental, life, and disability insurance, supplemental insurances, 457 plan, paid time off, workers compensation, and unemployment compensation;
12. Coordinates and administers City Wellness Program;
13. Oversees Joint Loss Management Committee;
14. Manage personnel record keeping related to new hires, employee reviews, promotions, transfers, separations and exit interviews;
15. Administers and recommends changes in the City's Merit Plan and related Administrative Regulations;
16. Confers with the City Manager, department heads, and other individuals and organizations to determine ongoing human resource program needs and to evaluate and interpret human resources policies and procedures;
17. Researches and makes recommendations to the City Manager for changes in policy, practices, rules and regulations pertaining to personnel matters;
18. Promotes quality customer services, teamwork and cross-functional communication throughout City organization;
19. Consults with legal counsel as appropriate and/or as directed by the City Manager;
20. Coordinates the work of the City's labor contract negotiating team in the drafting of contract proposals for union consideration, and the formation of the negotiating strategy; meets and confers with union representatives and arrives at final understanding in accordance with policies set by City Manager and within the economic parameters set by City Council;
21. Oversees the administration of labor contracts including the dispute resolution process. Keeps abreast of changes affecting the labor relations field including Court decisions;
22. Attends seminars and conferences, consults with professional peers and reviews literature to remain current with changes in human resource and employment law;
23. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public;
24. Maintains familiarity with and executes safe work procedures associated with assigned work;
25. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. **CARRY**: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.	**PUSH/PULL**: Occasionally required. **TWISTING**: Occasionally required. **BENDING**: Occasionally required. **CRAWLING**: Not required. **SQUATTING**: Rarely required. **KNEELING**: Not required. **CROUCHING**: Rarely required. **CLIMBING**: Rarely required.

REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	**BALANCING**: Not required. **GRASPING**: Frequently required. **HANDLING**: Frequently required. **TORQUING**: Occasionally required. **FINGERING**: Frequently required.

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS:	**TOTAL HOURS**:
Sit: 3 hours	Sit: 6 hours
Stand: 1 hour	Stand: 1 hour
Walk: 1 hour	Walk: 1 hour

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others
HEARING: Necessary for receiving instructions and information.
SIGHT: Necessary for performing job effectively.
TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Computer; calculator; keyboard; telephone; copy and facsimile machines; mobile radio and telephone; pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Comprehensive knowledge of the purpose, techniques and problems of public personnel administration and their relationship to other areas of municipal administration; comprehensive knowledge of public sector labor contract negotiation and contract administration techniques including dispute resolution; considerable knowledge of state and federal labor laws and regulation; ability to plan, organize and carry out complex administrative projects; experience in strategic planning and benchmarking; knowledge of the organizations and operations of administrative programs; knowledge of automated data processing techniques and their application to Personnel/Labor Relations processes. Ability to develop long-term plans and programs and to evaluate work accomplishments; ability to apply and adapt practices and techniques to the special requirements of senior management; ability to communicate and present facts and recommendations effectively in oral and written form; ability to plan, present and administer a departmental budget; ability to collect and analyze data and make appropriate recommendations and reports; ability to establish and maintain effective working relationships with employees, supervisors, department heads, other city officials and the general public.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Graduation from a college or university with Bachelor's degree in Human Resource Management, Public or Business Administration, Industrial Relations, Personnel Administration or related fields, plus minimum five years progressively responsible professional human resource/labor relations experience OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Certification as SPHR, SHRM-SCP, CCP and/or CBP preferred. Valid motor vehicle operator's license required.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 07/01/2005
Job Description Developed: 07/01/2005
Revised: 04/10/2012, 02/10/2014