CITY OF ALACHUA

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

DEPARTMENT: Human Resources

REPORTS TO: Assistant City Manager

SUPERVISES: Human Resources Generalist

FLSA: Exempt

GENERAL DESCRIPTION:

Responsible, professional level administration, coordination and evaluation of the Human Resource function to include processing payroll and employee benefits and other human resources activities involving compliance with federal, state and local regulations.

ESSENTIAL JOB FUNCTIONS:

1. Processes payroll for all City employees.
2. Process all employee compensation and payroll changes.
3. Oversees maintenance of employee records, including FMLA and I-9s, assuring compliance with federal, state and local law and regulations.
4. Audits and updates data in the systems to ensure accurate and timely processing of employee information.
5. Guard confidentiality of all personnel records.
6. Accesses, inputs and retrieve information from the EDP System.
7. Audits and adjusts time sheets for compliance with City policies, ordinances and labor contracts.
8. Prepare and process retirement and other reports.
9. Verifies and approves all financial coding and reconciliation of all invoices. Balances GL accounts.
10. Manages the recruitment effort for all personnel.
11. Manages new employee onboarding.
12. Facilitates new employee orientation and updates materials as needed.
13. Communicates to employees various Human Resource policies, procedures and laws.
14. Generate routine and special reports, provide data for special projects.
15. Ensures COBRA compliance by overseeing reporting of COBRA qualifying events to COBRA administrator.
16. Coordinates health, dental, vision and life insurance enrollments and communicates with service providers concerning administration of programs and employee coverage issues.
17. Coordinates and oversees annual employee evaluations. Reviews evaluation documents and suggest edits to content as necessary.
18. Reviews and updates job descriptions annually and as needed.
19. Maintains approved Compensation Plan.
20. Maintains Personnel Policies & Procedures Manual with updates.
21. Oversees and manages events for staff and public events. responsible for staying within budget.
22. Assists supervisors in the creation and facilitation of corrective action plans.
23. Processes terminations.
24. Prepares and presents agenda items for Commission meetings.
25. Develops and facilitates training modules as needed.
26. Manages Human Resources section of City website and intranet.
27. Prepares division budget.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and understanding of payroll applications. Knowledge of computerized payroll systems, tax codes, reporting requirements. Knowledge of bookkeeping principles and practices. Knowledge of worker's compensation, health, liability, and property insurance. Knowledge of City policies, ordinances and labor contracts. Knowledge of modern office procedures and practices. Ability to implement payroll procedures and system specifications. Skill in using a calculator, computer, printer and photocopier. Skilled in planning and managing special events.

EDUCATION AND EXPERIENCE

Five (5) years of progressively responsible Human Resources experience. Bachelor's Degree, preferred

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

SHRM-CP, SHRM-SCP or PHRP, preferred.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

_____ _____

Employee Name (please print) Date

_____

Employee Signature