

J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D , O H I O

ORDINANCE 18-001

POSTING DATE: 01/15/19
DEADLINE DATE: 01/22/19

HUMAN RESOURCES DIRECTOR

The City of Mansfield, Ohio hereby announces the opening of the following position in its **Human Resources Division**.

POSITION:
Human Resources Director

ANNUAL SALARY
\$50,000- \$73,500

GENERAL STATEMENT OF DUTIES:

Under administrative direction, directs and performs personnel, labor relations, risk management and hiring and selection functions; performs and oversees employee and supervisor training; prepares and maintains records; supervises staff members and performs other related duties.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Performs and assists supervisory and clerical personnel in the performance of employee recruitment, selection and hiring functions; prepares postings and advertisements, reviews applications, performs background and reference checks, interviews applicants; oversees new employee orientation process; creates new documentation procedures.

Performs labor relations functions; assists supervisory personnel in contract administration and grievance processing; participates in labor negotiations; attends labor/management meetings; works with Law Director and/or labor consultants on arbitrations, fact-findings, conciliations and administrative and civil actions involving labor issues.

Directs and performs personnel functions; prepares and maintains classification plan, position descriptions, personnel policy manual, employee handbook; assists Civil Service Commission with Civil Service rules and operations; assures City compliance with applicable laws and regulations (i.e. Americans with Disabilities Act, Civil Rights Act, Equal Pay Act, Family and Medical Leave Act, etc.); prepares and implements performance evaluation system.

Develops, implements and coordinates safety, accident-prevention and risk management programs; ensures compliance with OSHA regulations, safety policies and procedures and liability insurance rules; develops and maintains safety manual; identifies and evaluates safety hazards and performs safety inspections, audits and analyses; monitors and works with consultant to review claims and control workers' compensation costs.

Performs and oversees training; conducts and arranges for employee training (i.e. safety, cultural diversity, sexual harassment, etc.); conducts and/or arranges for supervisory training (i.e. risk management, labor contract administration, equal employment, etc.); attends seminars and workshops to maintain knowledge in field.

Prepares and maintains records; prepares and maintains all personnel records in accordance with the public records law and retention schedules; answers public records requests; compiles, prepares and maintains accident and exposure records; prepares and responds to wage and benefit surveys.

Supervises human resources division personnel; recruits and selects employees, assigns tasks, observes performance and ensures work complies with standards; evaluates performance; handles commendation and corrective action.

Performs related duties; prepares and monitors division budget; attends various meetings (i.e. Human Relations, City Council, etc.) serves as Oral Board Selection member for safety forces.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: (1) organizational goals and objectives; (2) organizational policies and procedures; (3) labor law; (4) employment law; (5) Fair Labor Standards Act; (6) civil service law; (7) OSHA; (8) labor negotiations; (9) wage and benefit administration; (10) risk management; (11) employee training and development; (12) human relations. Ability to: (13) deal with many variables and determine specific action; (14) understand, interpret and apply laws, rules or regulations to specific situations; (15) calculate fractions, decimals and percentages; (16) use proper research methods to gather data; (17) prepare complex reports; (18) communicate effectively; (19) exercise independent judgment; (20) develop and maintain effective working relationships; (21) resolve complaints; (22) handle sensitive inquiries from and contacts with officials and general public; (23) prepare and deliver speeches and presentations.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's Degree in Public Administration, Human Resource Management, or related field and five (5) years of progressively responsible human resource administration experience, including at least three years as a Human Resources Director or Manager, or equivalent combination.

YOU MUST POSSESS A VALID OHIO DRIVERS LICENSE.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, VETERAN STATUS, DISABILITY OR OTHER LEGALLY PROTECTED STATUS.

NONJOB (10)