

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Human Resources Manager

Department: Administration

Pay Grade: 517

FLSA Status: Exempt

Job Code: A502

JOB SUMMARY

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department, including recruiting and interviewing staff, employee development, implementing and monitoring performance management, and enforcing company policies and practices.

ESSENTIAL JOB FUNCTIONS

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Acts as the City liaison with recruiting firms.
- Develop, implement and train on performance management systems
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Track training hours, EEO compliance, turnover trends and maintain transcripts. Prepare key HR metrics and departmental reports.
- Oversees employee disciplinary meetings, terminations, and investigations.

- Facilitates training classes for supervisors on hiring policies, practices, and interviewing skills.
- Prepares and justifies job evaluation analysis and periodically reviews and updates job descriptions.
- Oversees the hiring process for full-time and part-time positions, including posting vacancies, screening resumes, coordinating applicant reviews, conducting interviews and background checks, preparing offer letters along with the appropriate onboarding documentation.
- Maintains compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a closely related experience, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- At least five-seven years of relevant HR experience and three years of human resource management experience.

Licenses or Certifications:

- SPHR, PHR, aPHR, CHRM, ACHRM, or SHRM-CP a plus.

Special Requirements:

- None

Knowledge, Skills, and Abilities: Knowledge of State and Federal employment, labor, and immigration laws and government compliance with the Americans with Disabilities Act (ADA) and Equal Employment Opportunity (EEO).

- Ability to develop and present management training classes for supervisory personnel.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to communicate effectively, prepare comprehensive reports, and represent ideas clearly and concisely.
- Ability to prepare and deliver effective presentations in both small and large forums.
- Ability to demonstrate independent thought leadership and possess thorough decision-making skills.
- Ability to demonstrate objectivity and fair-mindedness as the need to consider matters from both the employees' and the City's point of view is required.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia, commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.