Human Resources Manager

SALARY RANGE
$4,858.83 - $6,657.25 monthly

POSITION SUMMARY:
The Human Resources Manager is a key position within the City of Athens organization that serves as a champion for workplace and organizational development. Under general direction of the City Manager, provides responsive direction and leadership of a comprehensive human resources program including recruitment and hiring, employee relations, compensation and classification, benefits and insurance, training and development, job descriptions and performance management, personnel policies and records management, regulatory compliance, risk management and safety, engagement and retention, and other related programs. Coordinates assigned activities with City departments and outside agencies, and provides strategic support to City management. Serves as the City’s Risk Manager and Civil Service Director.

ESSENTIAL FUNCTIONS:
• Oversees and manages comprehensive programs in Human Resources, Risk Management and Civil Service;
• Leads the development, implementation, administration and review of applicable plans, policies, procedures, and City ordinances and resolutions; establishes and implements departmental goals, objectives, and priorities;
• Administers compensation and classification plan, provides review and recommendations for salary adjustments, conducts salary surveys, prepares and analyzes statistical data and audits position modifications;
• Develops and oversees employee benefits programs for insurance, retirement, leaves; coordinates and researches insurance programs and coordinates bidding process;
• Advises supervisory/management staff regarding performance management, employee relations issues, disciplinary and grievance procedures, and counseling employees on workplace issues;
• Coordinates and conducts training and development programs including supervisory and management training, new employee orientation, policy and procedure updates, and other training programs;
• Assists the City Manager with long-range planning for organizational development and structure, and employee engagement and retention strategies;
• Advises and consults with city management personnel and employees in the application of personnel rules and regulations, and monitors compliance with personnel policies;
• Interprets, applies and ensures the City’s compliance with all applicable employment laws and regulations pertaining to Human Resources, Risk Management and Civil Service;
• Maintains all official employment records;
• Oversees the Risk Management program including workers’ compensation, liability, and property insurance, and safety initiatives;
• Researches and prepares staff reports, studies, and solutions, and makes presentations to the City Council;
• Provides budgetary guidelines for employee salaries and benefits, oversees human resources budget and assist in budget preparation as needed;
• Serve’s as the City’s Civil Service Director, provides direct support to the Civil Service Commission, and assure City compliance with Local Government Code 143 and local rules;
• Assist City Manager with long-range planning for organizational development and structure;
• Performs such other related duties as may be assigned.

MINIMUM QUALIFICATIONS:
• Bachelor’s degree in human resource management, public administration, or a related field;
• At least three (3) years of progressively responsible experience in the management and operation of a comprehensive human resource management program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities;
• Knowledge of: Human Resource management practices and principles, state and federal employment laws and regulations, general business and management practices and principles, municipal government operations, and budgeting procedures and fiscal management;
• Ability to analyze and evaluate program, policies, procedures, and/or services, maintain a high degree of confidentiality, prioritize work assignments, establish and maintain good working relationships with other City employees and the public, supervise and motivate employees, and resolve grievances and conflicts;
• Develop and maintain a human resources management program based on established goals and objectives of the City; consult with and advise City management personnel; and implement and manage human resources activities requiring continuing City-wide coordination;
• Prefer a PHR or SPHR certification in Human Resources, municipal human resources experience, and civil service experience governed by Texas Local Government Code 143;
• Valid Texas Driver’s license and computer proficiency required;
• Starting salary dependent upon qualifications.

PLEASE APPLY BY SENDING A COVER LETTER AND DETAILED RESUME AS SOON AS POSSIBLE TO:  
City of Athens, Human Resources Department, 508 E. Tyler, Athens, TX  75751
Phone: 903-677-6612 • Fax: 903-675-7562 • Email: humanresources@athenstexas.us

This position is open until filled. The City of Athens is an Equal Opportunity Employer and values diversity in its workplace. Applicants selected as finalists for this position will be subject to a comprehensive background check.