



JOB DESCRIPTION

Salary: \$85,564 to \$96,515/Year depending on qualifications

Position is a Regular Full-time position eligible for all City Benefits.

Human Resources Director: Under the supervision of the City Manager, the Human Resources Manager plans, coordinates and directs the operations of the (HR) Human Resources division of the Finance Department. The Human Resources Director provides advice and counsel to City staff and Department Managers for resolution of HR issues, interprets and administers policies and agreements. Additionally, the Human Resource Director provides direction for all human resource activities to include recruitment, retention, compensation, benefits, payroll, employee records, human relations, training, legislative compliance and policy implementation and enforcement.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (Individual duties, assignments and responsibilities required of the position)

- Directs Human Resources (HR) operations for the city
- Processes payroll and implementation
- Manages benefit enrollment and benefit administration
- Manages policy and Procedure review, compliance and support
- Maintains all personnel records
- Implements training and other employee development programs
- Exercises independent judgment within broad policy guidelines
- Provides leadership, direction and guidance in HR strategies, policy development and priorities
- Monitors changes in state and Federal HR regulations, standards, and legislation.
- Manages HR functions and activities including compensation, benefits, recruitment, retention, training and staff development, employee relations, dispute resolution, regulatory compliance and personnel policies, records, and payroll.
- Provides advice and consultation to Department Managers on dispute resolution, performance issues, and the interpretation of correct application of policies and procedures
- Mediates employee relations issues and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism. Assures the consistent interpretation and application of Federal, State and City rules, regulations, policies, and procedures.
- Coordinates employee recruitment and selection process for City departments
- Reviews personnel requests and coordinates job advertisements, application review, testing, and selection.
- Coordinates with Departments to define recruitment needs and timelines; prepares advertisements and develops applicant screening criteria and evaluation instruments.
- Review applications for minimum qualifications and monitors other screening procedures to assure consistency of methodology and compliance with rules and regulations.

- Coordinates the scheduling of interviews
- Assists in development of interview questions; assists with interviewing procedures and participates in interview process as required and assists with rating and evaluating applicants for suitability.
- Coordinates and/or performs reference and background checks; coordinates the selection and notification process to maintain effective communications through all phases of the recruitment and selection process.
- Maintains confidential files, records, and reports; creates files for new employees, collects and files required documentation; prepares and forwards necessary benefit and retirement documents to appropriate entities.
- Administers employee benefit and retirement programs according to signed agreements and City policy. Provides information and assistance to employees regarding their benefits and retirement.
- Prepares quarterly payroll reports for government agencies in a timely manner; prepares and submits tax deposits and special state and Federal statements, including W-2's; prepares and submits monthly retirement report and payments; updates employee information for taxes, benefits, wages, garnishments, retirement, and other wage deductions.
- Prepares semi-monthly payroll by collecting and reviewing timesheets for accuracy of information and mathematical calculations; coordinates correction of timesheet errors with City departments; enters payroll, benefits, and related data into computer systems; submits direct deposit file to the city banking institution and makes appropriate account transfers.
- Maintains absolute confidentiality of City information, employee records, work-related issues, communications with the City Manager and Department Managers regarding employee issues and disciplinary actions; assures compliance with the confidentiality standards of the Privacy Act of 1974.
- Performs related duties as required or assigned.

EDUCATION AND EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND three (3) years of professional Human Resources program management and recruitment experience; OR an equivalent combination of education, training, and experience.
- Three (3) years payroll accounting experience
- Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Society for Human Resource Management (SHRM) is desirable.
- Certification as a Payroll Professional (CPP) from the American Payroll Association is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: (technical, communication, interpersonal, etc.)

- City organization, operations, policies, and procedures.
- Applicable state and Federal statutes, rules, codes, and regulations governing HR functions, payroll, and benefits.
- Principles and practices of personnel administration, personnel files, confidential records management, and effective customer service practices.
- Principles, practices and methods of compensation and wage structure research and analysis.
- Principles of recruiting, training, workplace safety and organizational development.
- Legal, ethical, and professional rules of conduct for government employees

PHYSICAL REQUIREMENTS:

- Work is performed in a standard office environment.
- Must have the ability to sit for extended periods of time.

To apply for this position, please contact: HR@lagovistatexas.gov