

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Director of Human Resources	Department:	Human Resources
Requisition Number:	2024102		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$104,720.72 to \$125,665.28 Annually
Date Posted Up:	1/19/24	Date Posted Down:	Until Filled
Time Up:	4:00 pm	Time Down:	

SUMMARY

Working under the direction of the City Attorney, the Director of HR is responsible for implementing personnel policies and procedures to ensure compliance with local, state, and federal employment laws/regulations and directing the operations and staff of the department. Incumbent provides guidance and assistance to department heads and supervisors in the areas of Human Resources (HR) policies, local, state, and federal laws and regulations, employee benefits, professional development and training, job classification system, performance management system, staffing and recruitment, and employee relations. This position is a political appointive position, and the incumbent serves at the pleasure of the Mayor. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Directs the operations and staff of the Human Resources Department, including planning and delegating work assignments, evaluating work performance, providing training, and maintaining discipline; Provides guidance, assistance, and professional expertise, assists with complex or problem situations;
- Plans, implements, and coordinates personnel policies and procedures to ensure compliance with local, state, and federal employment laws and regulations, including coordinating training for supervisors and other personnel, maintaining personnel policies and prescribed forms, consulting with department heads and supervisors to resolve problems, and distributing timely notices of relevant legislative and policy changes;
- Maintains knowledge of industry trends and employment legislation and ensures compliance;
- Provides coaching and guidance to department heads and supervisors in the areas of HR policies, practices and procedures; local, state and federal laws and regulations; employee benefits; professional development and training; performance management; and staffing and recruitment;
- Plans, organizes, develops and implements recruitment and retention strategies, and staffing and employment practices and policies for the City;
- Works for prompt resolution of employee disputes to minimize loss of employee wages and interruption of normal business operations;
- Conducts investigations into regulatory issues and employee complaints; Listens to parties on both sides of a dispute in order to ascertain facts, discern areas of agreement, and suggest possible options for satisfactory settlement;
- Provides training on Labor Trends;
- Serves as resource to legal counsel representing the City by providing information, historical data, and practices related to arbitrations;

- Conducts exit interviews with employees terminating employment with City as needed;
- Oversees employee compensation citywide; analyzes organizational pay practices and makes recommendations for salary changes to ensure equity; recommends special compensation programs or incentive systems for all employees or specific groups to support the organization's objectives;
- Assists Compensation Committee in maintaining City job classification system, including writing, reviewing, and updating job descriptions as needed, reviewing reclassification requests, and attending meetings;
- Oversees the administration of the performance management system;
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation;
- Oversees the resolution of employee/management issues and, employee complaint investigations;
- Oversees employee unemployment claims, verifies information, attends hearings, and makes recommendations to Indiana Employment Security Division;
- Serves as sponsor and City representative for community outreach and employee relations initiatives;
- Serves as the Chief EEO Officer and liaison and advisor to the Mayor's Diversity Council; performs comprehensive investigations of internal EEO complaints, and promotes diversity and equal employment opportunities citywide;
- Ability to maintain strict confidentiality regarding all work related issues;
- Compiles data and analyzes past and current year requirements to prepare budgets and justify funds requested;
- Prepares periodic reports for management, as necessary or requested.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

As Director, incumbent supervises HR staff members involved in staffing and recruitment, employee and labor relations, professional development and quality enhancement and benefits administration for the City. Coordination of activities with Payroll, Risk Management and Law is required. Supervision is complex and involves adaptation of practices, procedures and methods.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Human Resources, Public Administration, Business Administration, or other related field from an accredited institution with six years of experience in the Human Resources field; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Broad knowledge and experience in employment laws, compensation, benefits, employee/labor relations and training and development;
- Thorough knowledge and understanding of City Codes and state statutes relevant to areas of public sector Human Resource administration is preferred;

- Ability to communicate effectively, orally and in writing, and establish and maintain effective working relationships with City employees, HR staff, management, Division and Department Heads, the Mayor, City Council and the general public;
- Ability to develop policies and procedures consistent with the major objectives of the City's vision and mission;
- Ability to implement change in a positive and productive manner;
- Ability to evaluate the HR organizational structure to ensure continuous improvement in the effectiveness and efficiency of employees in delivering services.

LANGUAGE SKILLS

Exceptional oral and written communication skills. Ability to read, analyze, and interpret complex documents. Ability to advise and respond effectively to sensitive and complex inquiries or complaints from management, union leaders, employees, citizens, regulatory agencies, or members of the business community. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to senior management, City Council, or public groups.

REASONING ABILITY

Ability to define problems, assess relevant information, establish facts, draw valid conclusions and make innovative decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if City vehicle is used;
- Society of Human Resource Management (SHRM) certified Senior Professional in Human Resources (SPHR) preferred, but not required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.