

## **City of Taylorville Job Description**

**Class Title:** Human Resource Manager  
**FLSA Class:** Exempt

**Department:** Administration  
**Date:** August/2019

### **Job Summary:**

Responsible for the management and coordination of the human resource division for the City of Taylorville. Responsible for the management and coordination of loss control as the City's Loss Control Coordinator. Serves as a liaison with the Personnel Committee and Safety Committee. Responsible for ensuring compliance with applicable state, federal and local laws, rules and regulations pertaining to labor relations.

Generally a work week consists of thirty-seven and one-half (37.50) hours, Monday through Friday. However, the Human Resource Manager may be required to work extended hours, when necessary. Such extended hours are exempt from overtime payment.

Must be a qualified elector of the City of Taylorville and becomes a resident within the corporate limits of the City of Taylorville within ninety (90) consecutive days following employment and remains a qualified elector and resident within the corporate limits of the City of Taylorville during the term of the appointive office of Human Resource Manager.

Works under the direction of the Mayor and City Council.

### **Examples of Essential Job Functions:**

Establish and maintains effective interpersonal relationships with employee groups, public officials, City Departments, and other professionals.

Must maintain full confidentiality in all matters and possess the ability to exercise sensitivity to employee and management concerns and issues.

Ensures compliance with applicable state, federal and local laws, rules and regulations pertaining to labor relations.

Development of policy and procedures as directed by the Mayor and/or City Council.

Development of/ and addition to the job descriptions (if in union contracts then has to be discussed)

Development and amendments with input from council of the Employee Handbook.

Assists with the hiring process including bidding and/or advertising and/or background investigation.

Responsible for developing and conducting new employee orientation and elected official orientation.

Responsible for recommending and/or developing and/or conducting supervisory training related to employment law and/or collective bargaining and collective bargaining agreements.

Works cooperatively with the City Clerk and staff.

Works cooperatively with the Deputy Treasurer in the area of payroll. Including but not limited to general payroll related questions, verification, benefit accrual, troubleshooting and annual accrual.

Responsible for payroll verification.

Responsible for benefit accrual verification and troubleshooting and annual accrual.

Serves as the contact person for scheduling and proctor for the City's random drug/alcohol testing and maintaining accurate data for such testing.

Serves as the benefits coordinator for the City's health insurance package (health, dental vision).

Assist in filing the ACA annual taxes.

IMRF Authorized Agent for the City – working with employees and retirees

Responsible for discussing and enrolling employees into Voluntary Benefits such as Deferred compensation, Voluntary IMRF and Life Insurance.

Responsible for reporting the monthly IMRF wages and making applicable payments via EFT.

Responsible for completing and verifying monthly BPC and health insurance billings.

Responsible for filing all workers' compensation claims in ICE system and contact person for the worker's compensation third party administrator IPRF.

Responsible for IPRF Insurance monthly billing

Responsible for establishing annual estimated payroll for the purposes of determination of worker's compensation premiums.

Responsible for preparing and participating in the annual worker's compensation audit and review of final audit.

Responsible for reviewing unemployment benefit claims.

Responsible for maintaining a personnel departmental filing system.

Responsible for the preparation of employee salaries for all City departments during the annual budgets.

Responsible for the preparation for retiree insurance for annual budget

Serves as a member of the City's negotiating team. Serves as the primary note taker during collective bargaining negotiations and grievance meetings.

Ability to research and analyze labor relations procedures and practices.

Ability to research and/or analyzing collective bargaining proposals.

Assist management personnel in contract interpretation, grievance interpretation and grievance responses. This can also include areas of investigations and/or discipline.

Responsible for writing and publication of the monthly employee newsletter.

Liaison to the Personnel Committee, Safety Committee and Board of Fire and Police Commissioners.

Responsible for preparation and assisting the Board of Fire and Police during Promotional and Eligibility Testing

Responsible for filing of annual Safety Grant application and working with the Safety Chairman

Serves as the City's Loss Control Coordinator.

Responsible for working with department superintendents and IPRF representative to discuss and schedule annual safety training

Responsible for filing Illinois OSHA Annual Forms

Ability to work amidst frequent distractions.

Required to attend regular City Council Meetings and Departmental Committee Meetings.

Attendance for any other Departmental Committee Meetings and/or Special City Council Meetings is required when the Mayor and/or Chairman of the applicable Committee request attendance.

Performs other duties and tasks as assigned by the Mayor and/or City Council.

**Physical and Environmental Working Conditions:**

Although duties are generally administrative in nature, must be able to meet all physical and mental demands of a full-time office level position (Office I, II, III) and/or deputy position for the Clerk or Treasurer's Office.

**Minimum Qualifications:**

Experience in the field of employee or labor relations. Bachelor's Degree preferred.

High School Diploma or Equivalent.

Valid State Driver's License.

Familiarity with federal, state and local regulations pertaining to labor issues.

Ability to express ideas clearly both orally and in writing.

Demonstrated computer skills with an emphasis on Microsoft Word and Excel.

Experience in payroll and related payroll processes.

**Desirable Experience and Training:**

Any combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge of all applicable state, federal and local laws, rules and regulations related to employee and labor issues.

Knowledge in the areas of employee relations including labor relations and collective bargaining.

Knowledge of municipal and departmental budgeting procedures.

Knowledge of worker's compensation claim filing and benefits.

Knowledge of unemployment claim filing and appeal process.