

City of Vicksburg

Job Description

Job Title: Interim Human Resource Director
Department: Human Resource
Report to: Mayor
Prepared Date: August 2018
Amended Date: August 31, 2021
Approved by: FS

Summary: The Interim Human Resource Director is responsible for the overall operation of the Human Resource Department while the Director is not present, who handles all employee actions including recruitment, hiring, compensation, benefits, training, disciplinary actions, grievances, and other personnel matters. The HR Department is responsible for ensuring that all personnel policies and procedures are fairly implemented, adhered to by the employees, and meet state and federal guidelines and oversees business planning and budget development of HR Department.

Essential Duties and Responsibilities include the following:

Supervising HR Department employees, including handling day-to-day operations of the Human Resource Department.

Working with Division and Department Heads in all levels of recruitment, hiring, compensation, benefits, training, disciplinary actions, grievances, and other personnel matters to ensure that policies and procedures are followed and consistently administered

Staying abreast of current laws regarding human resource.

Administering all insurance and benefit programs for employees including health insurance, and other insurance policies offered, such as COBRA, retirement benefits.

Administering FMLA policies and maintaining proper documentation

Working with Legal Department in handling unemployment claims, including hearings (when necessary)

Assisting with completing data for unemployment office on pending and past unemployment claims when necessary.

Working with Legal Department in responding to EEOC claims filed by employees and former employees.

Writing Policies and Procedures for employees pursuant to directions from the Board of Mayor and Aldermen. Advising all employees on new policies and procedures

Training management regarding policies and procedures.

Presenting personnel matters/ action forms to the Board of Mayor and Aldermen.

Preparing or assisting with the preparation of data after Board meetings for employees, supervisors, etc.

Investigating and preparing documentation regarding employee grievances in accordance with the Personnel policies and procedures

Reviewing and/or assisting with writing of job descriptions.

Preparing and reviewing evaluation tools when requested by the Board of Mayor and Aldermen.

Attending Civil Service Meetings and providing HR information and assistance, if necessary.
(Meetings average once per month)

Maintaining 1-9 Notebooks, active and inactive

Maintaining Driver's List for City of Vicksburg

Having knowledge of worker's compensation law and working with Worker's Compensation Carrier and/or Legal Department regarding claims.

Supervising and aiding the Safety Director.

Any other duties as may be assigned.

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

This job requires a Bachelor of Arts or Bachelor of Science degree with an emphasis in Human Resource Management, Business Administration Management and will obtain an HR certification recognized by SHRM (the Society for Human Resource Management). The candidate must have at least five (5) or more years of experience in the field of Human Resource Management or at least five (5) or more years of experience in staff management and a working knowledge of state and federal employment regulations and requirements.

Language Skills

The ability to communicate effectively with employees, division and department heads, the Board of Mayor and Aldermen, and the public is essential. Must be able to read and draft documents. Must be able to write policies, procedures, memos, and respond to routine correspondence from other cities, companies, employees, public and board.

Mathematical Skills

Must be able to perform basic math skills, including multiplication, division use of fractions. Must be able to compute wages, and percentages.

Reasoning Ability

Must be able to define problems, interpret applicable policies and regulations, collect data, establish facts, and draw valid conclusions. Must be able to effectively initiate, pursue and complete multiple projects simultaneously.

Computer Skills

To perform this job successfully, an individual must have computer skills, especially the ability to prepare documents in Microsoft Word, email, learn Munis and other City software programs.

Other Skills and Abilities

Must be able to work effectively with public, other governmental and non-governmental agencies, employees and the Board of Mayor and Aldermen.

Other Qualifications

Overtime, alternative work schedules, and on-call status may be assigned if needed.

Physical Demands

The physical demands described below 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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required

by this job include close vision, distant 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.

The noise level in the work environment is usually low to moderate.

