

Personnel Administrator

**CITY OF BOULDER CITY
NEVADA**

CLASS TITLE: PERSONNEL ADMINISTRATOR

BASIC FUNCTION: Provides management assistance to the City Manager by performing a wide variety of professional, technical, analytical, and administrative duties relating to human resource management.

DISTINGUISHING CHARACTERISTICS: This class is distinguished as being at the division head level reporting directly to the City Manager and having responsibility for all personnel activities including: recruitment, classification and compensation, employee and labor relations, policies and procedures, employee assistance programs, personnel records, workers' compensation, training and development, performance evaluation and management, employment law, and benefits.

REPRESENTATIVE DUTIES: (It is important to note that the duties listed below are "representative only" and are not intended to cover the full range or scope of duties in this class.)

1. Administers human resources activities including recruitment, classification and compensation, employee relations, policies and procedures, personnel records, human resources and safety records management, workers' compensation, training and development, performance evaluation and management, benefits, and compliance with employment laws.
2. Researches and analyzes issues relating to human resource management and provides recommendations.
3. Manages the development and implementation of the department's goals and objectives, incorporating departmental action plans which support the City's Core Values.
4. Reviews and evaluates work methods, identifies opportunities for improvements, and implements changes.
5. Submits annual work program to City Manager.
6. Participates in the development, implementation and maintenance of management and employee improvements and organizational changes.
7. Participates on various boards and committees.
8. Serves as staff liaison to the Civil Service Commission; maintains the City's civil service

system including its principles and concepts and revision of rules as necessary; prepares agendas and packets and takes minutes of meetings.

9. Attends and participates in professional group meetings and stays abreast of new trends and innovations in the field of human resource management.

10. Develops and prepares the department's annual budget and approves expenditures.

11. Develops and revises manuals of human resources policies and procedures, labor contracts, and other human resources information ensuring compliance with Equal Employment Opportunity Laws, including Title VII.

12. Develops job descriptions, classification and compensation reports, and training and development materials.

13. Prepares a wide range of written materials including: memos, forms, policies, labor contracts, notification letters, council agenda items, eligibility lists, job announcements/advertisements, purchase requests and minutes for meetings.

14. Conducts management audits of municipal operation and provides information to department management on ways to improve effectiveness and productivity. Confers with City Manager and management staff to identify and solve problems.

15. Consults with City Manager to resolve sensitive issues related to application and interpretation of labor agreements, City policies and procedures, and Federal and State laws. Responds to questions and provides assistance relating to agreements, policies and regulations including interpreting agreements and dispute resolution.

16. Responds to and resolves difficult and sensitive employee inquiries and complaints.

17. Assists with labor relations issues, including negotiations, grievances, disciplinary actions, appeals, and arbitrations.

18. Coordinates investigations of City rules, regulations, policies and procedures and recommends appropriate disciplinary actions to the City Manager, coordinates Civil Service Commission pre-termination hearings, advises and coaches management and supervisory staff on disciplinary matters and prepares and/or reviews correspondence related to disciplinary actions.

19. Administers employee benefit programs including medical, dental, retirement, deferred compensation, life insurance, short and long term disability, and employee assistance programs, including coordinating referrals and conferring with counselors. Responds to employees' questions relating to programs.

20. Administers the recruitment and selection function including preparing advertisements, scheduling recruitments and interviews, screening for qualified applicants, preparing and administering exams, creating eligibility lists, tracking affirmative action statistics, and

coordinating pre-employment requirements, such as background investigations, medical examinations, drug testing, etc.

21. Administers and processes workers' compensation claims with the City's third party administrator.
22. Establishes and maintains confidential applicant/employee files in accordance with the City's Records Management Program and processes applicant/employee information.
23. Trains employees on programs required by law and to meet the City's needs, coordinating through the City's Change Leadership Team Training Committee.
24. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Thorough knowledge of public administration including organizational structure and operation of municipal government, funding, budgeting and staffing.
- Modern personnel principles, practices and procedures related to recruitment, classification, compensation, labor relations, benefits, workers' compensation, training and safety.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Federal, state and local laws, and codes and regulations impacting human resources including FMLA, ADA, the Civil Rights Act, Affirmative Action and EEO.
- Standard office equipment including computers and software programs utilized by the Personnel Department and the City.
- Research techniques and sources.

ABILITY TO:

- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise correspondence.
- Communicate effectively verbally and in writing.
- Establish and maintain cooperative working relationships.
- Operate standard office equipment including computers and software programs utilized by the Personnel Department and the City.
- Work with individuals and groups to resolve sensitive issues.
- Listen and understand others and their needs.
- Provide leadership, direction and coordination for the operations, services and activities of the Personnel Department.
- Direct and coordinate the work of staff.
- Select, supervise, train and evaluate staff.

- Analyze problems and identify alternative solutions, project consequences of proposed actions, and submit recommendations in support of organization goals.
- Interpret and apply federal, state and local laws, regulations and court decisions with those contacted in the course of work.
- Maintain professional appearance and demeanor.
- Maintain confidentiality.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university in Personnel/Human Resources Management, Public Administration, or Business Administration required.
- Six years professional level experience in human resources management in a public sector organization, three of which were at a management/supervisory level required.

Highly desirable qualifications:

- Related Master's Degree
- Certification at the "senior" level through the International Public Management Association for Human Resources (IPMA-CP Certified Professional) or the Society for Human Resource Management (SPHR Senior Professional in Human Resources).

LICENSES: Valid State of Nevada Motor Vehicles Operator's License at time of appointment and maintain a satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable

PHYSICAL EFFORT: Normal office environment

CONTACTS:

- Staff from all departments
- Department heads and City Officials
- Health Care Providers
- Attorneys
- Consultants
- Vendors
- Business agents
- Staff from other government agencies

WORKING CONDITIONS: Normal office environment, however work may require travel to other City locations as well as sites outside the City.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals.

The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.