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City Clerk
Laura S. Carmack



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City of Lincoln

NOTICE OF VACANCIES

The City of Lincoln Mayor's Office has a job vacancy for Human Resources Director Code 108. Attached is a copy of the job description. If you are interested in applying for this position, please submit an application to Laura S. Carmack, City Clerk at lsc@lincolnal.org

Applications will be taken until November 30, 2021.

150 Magnolia Street P.O. Box 172 Lincoln, AL 35096
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**JOB DESCRIPTION
CITY OF LINCOLN, ALABAMA**

HUMAN RESOURCES / PERSONNEL DEPARTMENT

HUMAN RESOURCES DIRECTOR

CODE: 108

JOB DEFINITION

Under general supervision, performs a variety of human resources work involving recruitment, interviewing and hiring staff, salary administration, risk management, employee discipline, career development, retirement, benefits, leave, and other related human resources programs/policies and practices.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by The Mayor; Procedures are established by City Council. The job incumbent provides direct supervision to subordinate level Human Resources staff within assigned service area.

DISTINGUISHING CHARACTERISTICS

This is a municipal officer position appointed by the City Council. The Human Resources Director will exercise policy interpretation and application for assigned program/functional area. The incumbent is expected to demonstrate technical competence in the assigned areas, while working as a team member. He/She will also exercise independent judgment in several confidential and sensitive assignments. Duties and responsibilities are performed in accordance with law, ordinance, and City policy. This position will understand and execute the city's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Oversees the human resources programs that encompass recruitment, testing, selection, equal employment opportunity, and records management.
- Oversees benefits administration including merit pay, evaluation systems, special programs, healthcare, dental, life and disability insurance, workers' compensation, retirement, and other risk management activities.
- Develop, evaluate, and validate selection instruments such as written, oral, and/or performance examination activities.
- Conduct position classification studies, including audit and analysis of positions and classifications.
- Prepare and revise job descriptions, including preparation of related documentation necessary for formal adoption.

- Recommends the appointment of personnel, provides or coordinates staff training, and works with employees to correct deficiencies.
- Supervises and directs the work of staff with human resources responsibilities.
- Supervises the activities of subordinates including employee selection, training, instruction, task assignment, work review, and performance evaluation
- Ensures close coordination with other City departments and affected outside groups.
- Make presentations before various groups, including City Council, and professional and public meetings, as needed.
- Oversees recruitment and selection activities; makes recommendations for appointment of new staff; orchestrates staff orientation and training.
- Conducts salary and employee fringe benefit surveys, analyzes data and recommends adjustments and internal relationships.
- Aids departments in the resolution of employee disciplinary and grievance complaints; conducts internal investigations; implements discipline procedures.
- Administers and oversees formally adopted policies, procedures and employee programs.
- Provides assistance to City departments and employees on human resource issues, staffing and organizational needs, the interpretation of human resource management policies and procedures, and resolving human resource management problems
- Oversees orientation for new employees on City operations and a variety of human resources, retirement and benefit programs.
- Provides career advice and counseling to individuals and groups.
- Administers and supervises the operational functions of the City Memorandums of Understanding, Schedules of Benefits, in accordance with established policies, regulations and requirements.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains up to date employee job descriptions for all positions throughout the city.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of public human resources management supervision including recruitment, staff selection, classification, salary, career development, equal opportunity, benefit, and retirement programs, discipline, and risk management.
- Public agency administration.
- Federal, State and local laws and regulations relating to human resources.
- Principles of organization and management.
- Statistical concepts and methods.
- Career development planning techniques and methods.
- Principles of employee supervision, career development and training.
- The concepts of word processing, micro-computer, and computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

- Proficient with Microsoft Office Suite or related software. Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Ability to:

- Plan, organize, direct, review and supervise the work of a small administrative and office support staff.
- Delegate authority and responsibility effectively.
- Perform professional, technical human resources analysis including the preparation of complex analytical reports and documents.
- Interpret and apply human resources management laws, rules, regulations, policies and guidelines.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Read, comprehend and apply complex laws and regulations.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of human resources programs. Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE/ EDUCATION / TRAINING

- Bachelor's degree from an accredited college or university in Human Resources, Public or Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

LICENSE AND/OR CERTIFICATE

Possession of a valid Alabama Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid Alabama Driver license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone. Prolonged periods of sitting at a desk and working on a computer. Must be able to lift 15 pounds at times. Must be able to access and navigate each department at the organization's facilities.