

VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

HUMAN RESOURCES MANAGEMENT DIRECTOR

EFFECTIVE DATE: May 23, 2008

DEPARTMENT: Human Resources Management	WORK LOCATION: Village Hall	FLSA STATUS: Exempt
CLASS CODE: 8575	RANGE: 30	PENSION: IMRF
		UNION: NU
REPORTS TO: Village Manager	LEVEL OF SUPERVISION RECEIVED: General Direction	LICENSE/CERTIFICATES: PHR/SPHR desirable, Valid Class D Driver's License

SUMMARY:

Plans, directs, implements and monitors the functions of the Human Resources Management Department including but not limited to recruitment and selection, employee relations, benefit and salary administration, performance evaluation and development, safety administration, risk management, training, and collective bargaining and contract administration. Works toward maximizing the Village's most valuable asset – its workforce.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Directs, supervises, motivates and develops employees assigned to the Human Resources Management Department in the areas of Human Resources and Risk Management. Provides department personnel with a clear expectation of work performance, evaluates such performance and identifies developmental opportunities. Ensures that activities are conducted in a supportive team environment that reflect a high standard of customer service in the daily contacts with citizens, customers, and co-workers.	Daily 25%

2.	Serves as a resource to departments on policy interpretation and assists them with personnel practices, performance and disciplinary issues. Strives for the consistent application of employee programs between and within departments.	Daily 25%
3.	Reviews and approves job opening requisitions to fill vacancies in an efficient, timely manner. Oversees the HR Generalist's recruitment and selection activities aimed at maintaining department's authorized staffing levels. Ensures all employment practices and procedures are consistent with applicable Federal and State Equal Employment Opportunity laws. Provides an orientation program for all new employees on public service.	Daily 25%
4.	Administers the Village's approved compensation systems. Monitors trends in the labor market to ensure that the Village remains competitive. Conducts an annual comprehensive salary analysis of comparable public and private sector employers and submits recommended modifications to salary ranges during the budget process.	Annually 10%
5.	Oversees the administration of provided Village benefits and the various optional employee programs that are available. Monitors the cost impact of the various health plans. Works toward the continuous communication and education of employees as to the various programs. Evaluates alternative benefit options and new offerings that would be of value to the Village.	Daily 10%
6.	Identifies with the staff of the HRM Department annual departmental goals and objectives compatible with organizational goals. Department efforts are aimed at streamlining processes, utilizing technological opportunities; and researching new cost effective programs. Monitors the progress completing goals and the value to the department and Village.	Weekly 10%
7.	Monitors professional staff in the development and application of a comprehensive risk management program for the Village. Efforts include safety training and safety awareness programs aimed at establishing a safe work environment for employees, risk analysis, liability and on-the-job case management, and ensuring that the Villages has adequate insurance coverage's and claim administration providers.	Annually 5%
8.	Ensures that a comprehensive Human Resource Management System is developed and maintained that provides readily accessible information for reports and decision-making processes and that complies with Federal and State records retention laws.	Annually 10%
9.	Serves as a member of various work teams aimed at improving the quality of Village operations and activities. Acts as a facilitator and/or resource person to certain groups.	Annually 10%
10.	Participates in the collective bargaining process with recognized unions as a key negotiating member of the Management Bargaining Team. Provides statistical analysis of market trends and specific sought after contract increases. Interprets and administers the Village's collective bargaining agreements.	Annually 25%
11.	Seeks opportunities for employee and supervisory development. Assesses department and organizational strengths. Conducts on-going Customer Service training for all employees. Identifies outside providers and/or arrange for on-site learning presentations.	Annually 10%
12.	Reviews Human Resource trends and evaluates their applicability to the Village. Prepares reports and studies for decision-making purposes. Also analyzes	Annually 10%

13.	Federal and State employment related laws and applicable Court decisions as to their impact on the Village. Keeps the Village Manager informed of questions on policies and procedures, and any critical issues that require his intervention. Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%
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JOB NO.	OTHER RELATED DUTIES
1.	Insures compliance with equal employment opportunity and other applicable employment-related Federal and State laws and regulations.
2.	Directs the Village's performance evaluation programs; provides departments with notices when due; researches and recommends revision to the evaluation system; conducts related training;
3	Assesses opportunities for HRM staff personnel training and personal self-development.
4.	Distributes the Personnel Policy Manual to employees as a common source for employee policies, procedures and programs. Recommends modifications and updates of the Manual to the Village Manager, as needed.
5.	Prepares an annual budget for the effective delivery of HR services. Monitors expenditures during the year and seeks cost- effective purchases and use of funds.
6.	Serves as the Authorized Agent for the Illinois Municipal Retirement Fund (IMRF).
7.	Follows Village-wide and departmental safety rules and practice
8.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

Supervises the Human Resources staff and Risk Manager

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university **In HR or related field**
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)

Degree or coursework should be in...

Human Resources, with MPA, MBA, or related graduate degree

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Proficiency in:

- Organizational and planning skills to effectively manage heavy workload.
- Applicable laws, regulations, principles and practices governing or pertaining to employment and labor related issues in a municipality.

Ability to:

- Lead, direct, motivate, train, supervise, counsel and discipline others.
- Read, understand, analyze and synthesize large quantities of written information within specific deadlines.
- Develop and maintain effective working relationships with Village officials, co-workers, subordinates and members of the public.
- Perform moderately complex mathematical calculations to prepare and analyze budget, statistical, and salary-related information.
- Quantitatively and qualitatively evaluate situations and circumstances to make demanding and reasoned decisions in a timely manner; must have sound judgment.
- Maintain confidentiality.
- Express ideas clearly and effectively. Requires excellent oral and written command of the English language. Must be able to make effective presentations.
- Manage several different tasks simultaneously.
- Follow verbal and written instructions.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Read, write, speak and comprehend the English language.

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	<u>X</u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____
Reaches with hands and arms above shoulder	<u>X</u>	_____	_____	_____
Climbs or balances	<u>X</u>	_____	_____	_____
Twists or turns	<u>X</u>	_____	_____	_____
Stoops, kneels, crouches, bends, or crawls	<u>X</u>	_____	_____	_____
Pulls, pushes, or carries	<u>X</u>	_____	_____	_____
Talks or hears	_____	_____	<u>X</u>	_____
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>X</u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	<u>X</u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>X</u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

_____ Corrected vision of...

_____ Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	<u> X </u>	_____	_____	_____
Moderate noise level (Raised voice levels)	<u> X </u>	_____	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

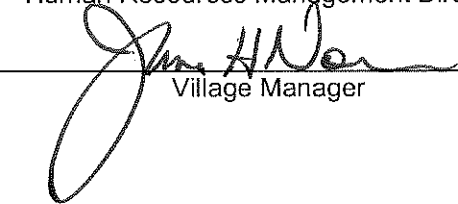


Department Director

Reviewed Approval:

Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____