

 **City of Pendleton**

 **Job Description**

**Human Resources Manager/City Recorder**

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| **Department**: HR/City Recorder  | **FLSA**: Exempt |
| **Reports to**: City Manager  | **Representation**: Unrepresented |
| **Pay Range**: Range 2, Department Head Scale  | **Date**: November, 2015 |

**GENERAL POSITION SUMMARY:** *Briefly describe why this position exists.*

Position is responsible for planning, organizing and managing the human resources functions including classification and compensation, employee benefits, recruitment and selection, labor and employee relations, employee development and training, and personnel rules and administrative policies, as well as risk management responsibilities including administration of the workers’ compensation program.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

**Human Resources – 75%**

1. Recruitment & Selection – coordinates activities relating to hiring or promotion to fill position vacancies; prepares recruitment announcements, job postings, and classified ads; trains hiring managers in legally sound recruitment and selection processes and assists with development of interview questions, written or skills exams and other testing procedures; conducts interviews; does orientation for new employees.
2. Discipline – trains and assists managers in conducting disciplinary investigations; prepares investigative reports; prepares or reviews discipline documentation. Assures disciplinary processes comply with legal requirements such as just cause standards, and processes such as Loudermill, Weingarten and Garrity, as appropriate.
3. Class & Comp - Conducts wage surveys and classification studies as necessary. Makes recommendations to City Manager on appropriate classification and/or pay of positions. Prepares wage scales in accordance with negotiated or budgeted salary changes.
4. Benefits – Administers the City’s wage and benefit program; researches health insurance, retirement and other benefit questions; coordinates pay and benefit information with Payroll. Prepares annual vacation use report to managers for compliance with use requirements.
5. Performance Management – develops performance appraisal system and forms; trains managers; sends monthly notices to management; prepares Personnel Action Forms to implement salary changes.
6. Training – Coordinates City’s training programs by conducting training sessions and/or contracting with outside trainers. Conducts training on subjects such as Family Medical Leave, performance appraisals, harassment & discrimination, drug testing, discipline, ethics, etc.
7. Policies – develops and maintains administrative and personnel policies and procedures; interprets policy and contract questions and provides guidance and advice to managers and employees; communicates with labor units on policy questions.
8. Labor Relations – Represents management with all bargaining units, participates as member of management negotiation team; researches negotiation issues; and drafts contract language; assists the managers and City Manager in responding to grievances; represents the City at hearings and at labor management committees. Tracks changes in legislation, arbitration decisions, and collective bargaining trends.
9. Documentation - Maintains personnel, medical and workers compensation files for all City employees; prepares Personnel Action forms to document changes in employee status; prepares and/or processes documentation on Family Medical Leaves, immigration, criminal history checks, exit interviews, EEO4, Accident/Injury Logs, job descriptions and related personnel documents.
10. Safety - Acts as safety and OSHA compliance officer in partnership with the Safety Committee Chair. Staffs all Safety Committee meetings, reporting on all new accidents and injuries, conducting safety inspections, and assisting with wellness programs including preparing for annual Health Fair, arranging for flu shot clinics, and distributing wellness information to all employees. Serves as member of City’s Risk Management team maintaining insurance records and conferring with insurance representatives.
11. Volunteer Program – supervises the Volunteer Coordinator position which administers the volunteer program for the City. Assists with processing new volunteer applications by reviewing and approving criminal background checks; reviews and approves program policies; assists with volunteer recognition events; completes reports of volunteer hours to payroll in the absence of the Coordinator; and provides other support as needed for the Volunteer Coordinator.
12. Miscellaneous - Performs a variety of confidential and sensitive administrative tasks including: Research and prepare data for studies, reports and recommendations such as job classification or pay; coordinates activities with other departments and agencies as needed. Responsibilities include the direct and indirect supervision of administrative personnel. Represents the City at personnel related hearings and investigations (work comp, unemployment, litigation, ERB, etc.). Serves as management representative on Central Safety Committee, Health Care, Tech Team, Fire Career Development and other internal committees as required. Serves as City’s Civil Rights/EEO/AA/ADA compliance officer; recommends, implements and monitors programs; resolves related issues; and prepares related reports.

**City Recorder – 25%**

Responsibilities include:

1. Serving as the City’s election officer. This includes: Conducting City elections; preparing the candidate information packets; receiving candidate nominations; preparing ballot measures; certifying candidates to County election officer; researching election laws to ensure continuous compliance with legal publication and other requirements for City elections; preparing canvass of election results to City Council; maintaining up-to-date State and City elections processes for bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials. Prepare oaths of office for newly elected officials.
2. Serving as the City’s Records Officer. This includes: maintaining the records and official documents of the City such as: ordinances, resolutions, deeds, leases, easements, and contracts. The City Recorder is responsible for coordinating all aspects of record management including: developing and implementing a comprehensive records management system; responding to public record requests; document filing; research and retrieval; archiving; and destruction. Receives, evaluates and approves/disapproves all requests for document destruction.
3. Signs on City Treasury. Responsible for signing on official banking instruments for the City. Provides signature for City checks.
4. Recorder. Attends or delegates attendance to City Council meetings, Budget Committee meetings, Capitol Improvement Committee meetings, Development Commission meetings and other official City meetings as needed to assure recording of proceedings. Assures that public notice is made for all public meetings. Reviews and edits the meeting agendas and minutes for accuracy and compliance with public meeting laws. Certifies official City documents as to authenticity for staff, other jurisdictions or citizens. Attests the City Manager's or the Mayor's original signatures on official documents, and applies the City Seal as appropriate. Assists in disposition of items resulting from Council action, such as letters to citizens to advise them of council decisions.
5. Website. Helps to insure the website is effectively communicating to the public by regularly monitoring and updating the site and communicating to department managers.

**IMPORTANT FUNCTIONS:** *List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.*

1. Performs other administrative duties as directed by the City Manager.

2. Represents City Manager at community functions, conferences and other activities as needed.

3. Answers complaints personally through a knowledge of City ordinances or of previous solutions to similar problems; represents City Manager to public in Manager’s absence.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Equivalent to a Bachelors Degreefrom an accredited college or university in human resources, business or public administration or a closely related field is required; and
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 4 years

[x]  5 years

[ ]  6 – 8 years

[ ]  Other

 Describe experience: Five (5) years of progressively responsible experience in a human resource capacity.

1. An equivalent combination of education, experience and training to demonstrate the knowledge, skills and abilities necessary to perform the essential functions of the position.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of local, state and federal laws and regulations relating to human resource management
2. Knowledge of the principles and practices of modern public administration and budgeting.
3. Knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
4. Knowledge of modern policies and practices of public personnel administration and labor relations.
5. Knowledge of risk management and safety practices.
6. Ability to exercise high degree of confidentiality.
7. Ability to be self-motivated, self-starter.
8. Demonstrated ability to effectively manage multiple projects.
9. Well developed customer service, interpersonal and problem solving skills.
10. Ability to establish and maintain effective working relationships with employees, City officials, labor unions and the general public.
11. Working knowledge of data entry, and word processing.
12. Excellent oral and written communication skills including ability to speak to groups.
13. Ability to remain calm in stressful situations.
14. Ability to work effectively as a part of a team or collaborative effort.
15. Ability to use practical judgment and apply analytical skills.
16. Ability to effectively supervise employees.
17. Ability able to work and make decisions and/or recommendations independently.
18. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Administrative Assistant/Deputy City Recorder, Volunteer Coordinator, and provides limited supervision of the Legal Assistant and other support staff as it relates to administrative support duties such as taking minutes of Council meetings.
2. This position reports to the City Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[x]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[x]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [ ]  Input [x]  Prepare [x]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: August, 2015

Adopted: November, 2015

Revised: September, 2019

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.