

Name of Company: Paynesville City Corporation
Job Title: Human Resource Director
Reports to: Paynesville City Mayor
Deadline for Application: May 31st, 2017

Job Description

Human Resources Director Job Responsibilities:

Position Description:

Promotes and implements Human Resource values by planning and managing Human Resources programs and policies as they apply to employee relations, compensation, benefits, safety, and performance. Directing staff; reports to the Mayor and serves on the management team; assist and advises the Corporation Managers about Human Resources issues.

Our Ideal Staff should possess the following Qualities:

- Ability to operate human resource softwares;
- Developing Standards;
- Foster Teamwork;
- Management Proficiency;
- Managing Profitability;
- Promoting Process Improvement;
- Building Relationships;
- Organizational Astuteness;
- Retaining Employees;
- Performance Management;
- Employment and Compliance to Regulatory Concerns;
- Employee Orientation, Development, and Training;
- Work under Difficult and Extreme Circumstances;
- Possess the Ability to Multitask;
- Knowledge of International and Local Labor Laws concerning Pension Scheme, Overtime, Out-of-station Allowances;
- Policy Development and Documentation;
- Employee Relations;
- Corporation-wide Committee Facilitation;
- Corporation Employee and Community Communication;
- Compensation and Benefits Administration;
- Employee safety, Welfare, Wellness and Health;
- Charitable giving; and
- Employee Services and Counseling.

Human Resources Director Job Duties:

- Develops organization strategies by identifying and researching Human Resources issues; contributing information, analysis, and recommendations to the Corporation.
- Strategic thinking and Direction; establishing Human Resource objectives in line with organizational objectives.
- Implements Human Resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management safety and health, succession planning, employee relations and retention, compliance, and labor relations.
- Manages Human Resources operations by recruiting, selection, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Develops Human Resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Supports management by providing Human Resources advice, counsel, and decisions; analyzing information and applications.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complies with national, and local government legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Primary Objectives:

- Safety of the Workforce.
- Development of a Superior Workforce.
- Development of the Human Resources Department.
- Development of an Employee-oriented Corporation culture that emphasizes quality, continuous improvement, and High performance.
- Personal ongoing.

Development of Human Resources Department

- Oversees the Implementation of Human Resources programs through Human Resources staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Oversees and manages the work of reporting Human Resources staff. Encourages the ongoing development of the Human Resources staff.
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, Corporation philanthropic giving, and administration.
- Selects and supervises Human Resources Consultants, Attorneys, and training Specialists, and coordinates Corporation use of Insurance carriers, pension Administrators, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Leads the development of department goals, objectives, and systems.
- Establishes Department measurements that support the accomplishment of the Corporation's strategic goals.
- Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the Corporation.
- Participates in executive, management, and corporation staff meetings and attends other meetings and seminars.

Resources Information Systems

- Manages the development and maintenance of the Human Resources sections of the internet, particularly recruiting, culture, and Corporation information; and Intranet sites.

Training and Development

- Defines all Human Resources training programs, and assigns the authority responsibility of Human Resources and managers within those programs. Provides necessary education and materials to managers and employees including workshops, manuals employee handbooks, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans and employee development programs.
- Establishes an in-house employee training system that addresses Corporation training needs including training needs assessment, new employee orientation or onboarding, management development, production cross-training, the measurement of training impact, and training transfer.
- Assists Directors with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the corporate training budget.

Employment

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Interviews management and executive-level candidates; serves as interviewer for position finalists.
- Chairs any employee selection committee or meetings

Employee Relations

- Formulates and recommend Human Resources policies and objectives for the Corporation with regard to employee relations.
- Partners with management to communicate Human Resources policies, procedures, programs and laws.

- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts investigation when employee complaints of concerns are brought forth.
- Monitors and advises managers and supervisors in the progressive discipline system of the Corporation. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of the Corporation safety and health programs
- Reviews employee appeals through the Corporation complaint procedure.

Benefits

- With the assistance of the Chief Financial Officer (CFO), obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefit training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Renewal and Distribution of Employee Id's annually,

Law

- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment opportunity for all.
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the Corporation's employment law attorney and outside government agencies.
- Protects the interests of employees and the Corporation in accordance with Corporation Human Resources policies and governmental laws and regulations.

Organization Development

- Designs, directs and manages the Corporation-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as Corporation meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
- Directs a process of organizational planning that evaluates the Corporation structure, job design, and personnel forecasting throughout the Corporation. Evaluates plans and changes to plans. Makes recommendations to Mayor.
- Identifies and monitors the Corporation's culture so that it supports the attainment of the Corporation's goal, and promotes employee satisfaction's culture so that it supports the attainment of the Corporation's goals.
- Leads a process of organization development that plans, communicates, and integrates the results of strategic planning throughout the Corporation.
- Keeps the Mayor and the executive team informed of significant problems that jeopardize the achievement of Corporation goals and those that are not being addressed adequately at the line management level.

The Human Resources Director assumes other responsibilities as assigned by the Mayor.

Human Resources Director Requirements

- Broad knowledge and experience in employment law, compensation, organizational planning, organizational development, employee relations, safety, training and development.
- Above average oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Demonstrated ability to lead and develop Human Resources staff members.
- Demonstrated ability to interact effectively with the Corporation Board of Directors.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.
- General knowledge of various Employment Laws and Practices.

- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Evidence of the practice of a high level of confidentiality.
- Excellent Organizational skills.

Education and Experience

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, and Organization Development.
- Five plus years of progressive leadership experience in Human Resources positions.
- Specialized training in Employment Law, Compensation, Organizational planning, Organization Development, Employee relations, Safety, Training, and Preventive Labor relations, preferred.
- Active affiliation with appropriate Human Resources networks and Organizations and ongoing Community involvement, preferred.
- Possess ongoing affiliations with Leaders in successful Companies and Organizations that practice effective Human Resources Management.

Candidates should please send CVs to pccmayorsa2@gmail.com