

Human Resources Director Manager

Primary Reason Why Classification Exists

To perform managerial and administrative work focused on planning, organizing, and directing a comprehensive personnel management program for the Town of Nags Head.

Distinguishing Features of the Class

An employee in this class is responsible for the management of the human resources functions for the Town of Nags Head. Emphasis of the work is on defining operating policies and procedures for recruitment, selection and retention, employee relations, management and staff development, equal employment opportunity, classification and pay, employee benefits, performance review and merit pay, policy development, and personnel records. ~~Work is performed under the general direction of the Town Manager~~ This position reports to the Finance Officer and is part of the Administrative Services Department. ~~and p~~Performance is evaluated on the basis of attainment of specific performance objectives, personal observation, feedback from department managers and employees.

Illustrative Examples of Work

- Administers comprehensive personnel management programs including recruitment and selection, employee relations, management and staff development, equal employment opportunity, classification and pay, employee benefits, performance review and merit pay, policy development, and personnel records
- Prepares, processes and maintains personnel records and files; coordinates recruiting efforts and advertising of job vacancies; serves on various interview panels as needed; maintains applicant records
- ~~Writes~~ Prepares and administers personnel policies and procedures; determines long-range and short-term program goals and objectives; identifies program mission and scope of services; ~~develops, interprets, and enforces Town-wide personnel policies and procedures~~
- Resolves complex, sensitive and controversial issues involving all aspects of public personnel administration; consults with ~~Town Manager~~ senior management to resolve problems in resolution of problems
- Ensures Town's compliance with applicable federal, state and local statutes; advises Town's leadership on matters concerning human resources management and potential claims of discrimination; prepares summary reports for ~~Town Manager~~ senior management
- Presents, clarifies, and explains personnel program activities to Town Board or designated committees
- Conducts new employee orientation assisting with the completion of all new employee enrollment forms; ensures timely submission and enrollment of new employees in pay and benefits coverage
- Assists employees with personnel-related benefit questions; provides assistance to employees in resolving benefit issues; processes retirement applications.
- Serves as a professional technical consultant to management staff; when requested, provides guidance in the ~~utilization of staff, organizational design, and~~ development of new positions or staff roles

- ~~Administers department budget; assesses needs for additional resources; requests additional funding to support program growth and development; justifies budget expansion requests to Town Manager~~
- Conducts and/or monitors investigation of personnel grievances, complaints and incidents
- ~~Participates in key management decisions affecting the nature and scope of various municipal programs and services; provides input in the expansion or revision of existing programs and services; assesses recommendations for expansion or revision of programs to determine impact on the Town's human resources or related personnel management activities~~
- Serves as Deputy Safety Officer; investigates and prepares incident reports in coordination with the Safety Officer and department heads
- Administers Workers' Compensation program; completes OSHA mandated reporting
- Completes and submits Town position statements and documentation to Employment Security Commission and represents Town at unemployment hearings
- Performs other job-related tasks as required

Knowledge, Skills and Abilities

- Comprehensive knowledge of accepted theories, practices, and principles associated with public personnel administration and human resource management
- Comprehensive knowledge of applicable federal, state and local laws and regulations governing public personnel administration
- Comprehensive knowledge of standard personnel programs in job classification, wage and salary structures and compensation administration, employee relations, staff development, recruitment, selection and retention, and benefits administration
- Comprehensive knowledge of the Town's personnel policies
- Thorough knowledge of equal employment opportunity and affirmative action regulations
- Knowledge of organizational theory and human dynamics
- Knowledge of OSHA guidelines and workplace safety procedures
- Ability to present ideas effectively in written and oral form
- Ability to establish and maintain effective working relationships with Town officials, management, employees, and the general public
- Ability to exercise good judgement and discretion
- Ability to conduct detailed analysis and assessment of program information
- Ability to plan, organize, and manage multiple personnel management and benefit programs
- Ability to plan and coordinate periodic and annual employee recognition programs

Education

Graduation from an accredited college or university with a Bachelor's degree in human resources management, public administration, business administration, or other field of study or experience related to the nature of the work performed

Experience

At least 5 - 7 years of progressively responsible and broad-based professional experience in governmental or private sector human resource management

Physical Requirements

Work in this class is generally inside and sedentary. An employee must be able to move throughout Town facilities freely to perform or observe work. An employee must have such visual acuity as to be able to read and write handwritten and typewritten material including being able to read a computer screen. ~~An employee in this class must be able to talk and hear in order to be able to respond to the public and other employees~~

Working Conditions

Work is typically performed in an office setting with a temperature controlled environment and no exposure to external environmental conditions.

Special Requirement

- Valid North Carolina Driver's License
- Certification as a PHR or SPHR with the Society of Human Resource Management (SHMR) is desired

Storm Duties

This position is classified as essential personnel and must maintain duty assignment in adverse conditions.

FLSA Status: Exempt-Administrative

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Nags Head reserves the right to assign or otherwise modify the duties assigned to this classification.

~~April 2016~~ August 2020