



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnagie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

JOB DESCRIPTION – Human Resources Administrator

Salary/Hourly Rate: \$60,000 - \$70,000

Benefits: 401A, Dental, Vision, Life Insurance, PTO

Employment Type: Full-time

Department: Managers Department

Supervised by: City Manager

Position Summary: Under the direction of the City Manager, responsible for the administration and direction of Human Resources function, including payroll and benefits. Manages labor relations, training, classification and pay, benefits administration and a wide array of other activities. Responsible for maintaining the integrity and confidentiality of departmental records and employee/customer documentation. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the organization's business strategies.

Essential Job Functions:

- Plan, coordinate, implement and maintain processes to facilitate the recruiting, hiring, retention, coaching, discipline, review, and separation of employees in accordance with federal, state and local laws and regulations. This includes job classification and descriptions, wage and salary rates, benefit and training programs. Examples of duties include the following:
 1. Facilitate recruitment processes, including the development of job postings, posting openings internally and externally, reviewing applications, scheduling required testing, managing applicant tracking, and providing correspondence to applicants on the selection process
 2. Responsible for all new hire orientation and paperwork, and distribution of paperwork including conditional offer of employment, criminal history check, motor vehicle record

check, policies and procedures, union contract (if applicable), insurance documentations, tax forms, I-9 form, personnel change notices and other related documents

3. Maintain personnel files for employees and retirees
 4. Assist with labor negotiation and contract interpretation, including the collection of relevant data, analyzing, and reporting
 5. Monitor and process paperwork for employee wage step ups, rate changes, promotions, out of job class assignments and other reasons
 6. Initiate paperwork for resignations/terminations, conduct exit interviews, and distribute completed documentation to the appropriate entities
 7. Monitor Family Medical Leave requests and assure that the proper paperwork is filed and maintained
 8. Compile, process, and file the necessary paperwork relating to worker's compensation injuries, coordinating with staff members of the City's authorized clinic and/or medical facilities, worker's compensation carrier and others relating to on-the-job injuries
 9. Prepare garnishments and verifications of employment for employees and retirees when needed
- Administer the City's health insurance benefits program including enrollment, required notifications, and Patient Protection and Affordable Care Act (PPACA) reporting. Provide customer service support to employees and retirees, with the assistance of the City's benefits administrator.
 - Create and maintain pension records for eligible employees and plan members
 - Process payroll functions, including bi-weekly, monthly, and miscellaneous payrolls
 - Prepare reoccurring invoices for monthly insurance benefits
 - Serve as the City's Title VI Coordinator and EEO/Affirmative Action Officer, investigate claims of discrimination, wrongful employment practices, and related claims
 - Assist actuary in processing annual valuations, GASB 67/68, estimated benefits, retirement benefits, and EDRO calculations
 - Conduct all legally required aspects of Workers Compensation, including preparing the OSHA Report and forms for any injuries that occur on the job
 - Perform other duties as necessary

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Advanced knowledge of human resource policies and practices of public personnel administration, including labor and union contracts
- Advanced knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations
- Working knowledge of risk management and safety practices
- Skill in planning, directing, and administering personnel programs and systems
- Able to work independently and in support of teams
- Computer skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint

- Must be a team player
- Strong communication skills
- Ability to work with confidential and sensitive information with an impeccable degree of ethics

Education:

Bachelor's Degree in human resources, public administration or a closely related field; master's degree preferred; supplemented by five or more years' experience in the human resources field, including at least two years of supervisory experience; experience in a municipal government environment preferred; or an equivalent combination of education, certification, training, and/or experience. Must have or be able to obtain HR certification from the Society for Human Resource Management (SHRM) or the International Project Management Association (IPMA).