



## Job Description

### Human Resources Manager

Pay Grade: C51

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**Employment Status:** Full-Time

**FLSA Status:** Exempt-Administrative

**Experience Required:** Five (5) years Human Resources experience with one (1) year of supervisory experience is required.

**Minimum Education Requirements:** Bachelor's degree in business administration, human resources management, or a related field or equivalent combination of education and experience.

**Department:** Administrative Services.

**Direct Supervisor:** Administrative Services Director.

**Supervisory Responsibility:** Direct: (2); Indirect: (0)

**Primary Work Location:** Office Setting.

**Certification:** SHRM PHR or SPHR certification desirable. Valid MN Class D driver's license or equivalent. Must be bondable.

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**Job Summary:** Manages the Human Resources staff, employee relations, compensation, benefits, performance management, workers' compensation, recruiting and hiring, training, labor relations, legal compliance, and record keeping for the City of Red Wing.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

#### Day-to-Day:

- Provide supervision of Human Resources staff; participate in the selection and promotion of staff, manage staff performance, reviews, approve time-off requests, and review employee timesheets.
- Ensure the organizational culture as a competitive employer that attracts and retains top-quality employees; help create individual plans that encourage professional development; encourage conference opportunities for employees for fresh ideas; develop flexibility into work schedules using technology for off-site accessibility.
- Talent Management: Perform recruiting, hiring, and orientation duties to ensure proper staffing. Assist with succession planning that provides for the orderly replacement of key positions. Create and oversee a comprehensive orientation program for management staff.
- Employee Relations: Complete employee relations duties and internal investigations of improper employee conduct using outside resources as needed.
- Compensation: Review positions to determine applicability of State and Federal Fair Labor Standards Acts and ensure pay practices conform to law; maintain the pay plan including overseeing and assisting with job evaluation, determining actions needed to comply with State and Federal laws and provide oversight to ensure City-wide consistency in pay plan administration; manage the use of independent consultants as needed.
- Benefits: Oversee the processing of City and retiree insurance forms and notify employees of COBRA law; review insurance premium reports and send payments; coordinate City representation in unit determination and unemployment matters. Lead Open Enrollment by working with vendors to evaluate the best offerings for employees, managing the costs, and promoting the benefits to employees.



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- Performance Management: Develop and oversee a performance appraisal program including training supervisors, monitoring deadlines, and integrating the system with a merit-based pay program.
- Oversee the City's workers' compensation process; oversee records maintenance; oversee investigations and claims management; ensure compliance with all federal guidelines and local policies.
- Labor Relations: Coordinate the City's labor relations program; apply and enforce labor agreements, personnel rules, and statutes; develop union contract provisions and implement new policies; represent the City for contract negotiations and in grievances; research and survey salary and benefit trends; advise supervisors on labor contract revisions, effective labor-management relations, and contract administration.
- Ensure compliance of all appropriate state and federal laws and regulations; maintain related records; assist in researching, developing and monitoring personnel and administrative policies, procedures, work rules and regulations for the City.
- Prepare and monitor equal employment opportunity and/or affirmative action programs and prepare related reports; ensure that all required legal, insurance, and other documents are maintained; inform department heads, Council, and Council Administrator of changes in personnel-related laws; determine the impact of such laws on the City and revise programs or practices to comply.

#### **Regularly:**

- Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- State and Federal employment law.
- Principles of Human Resource management.
- Thorough understanding of City's functions, policies, and procedures.

##### **Skills**

- Strong word processing and spreadsheet software skills.
- Good presentation and public speaking skills.
- Good oral and written communications and relational skills.
- Follow and relay oral and written instructions, policies and procedures.

##### **Abilities**

- Supervise the work of others.
- Maintain a high level of confidentiality and professionalism.
- Work effectively with people at all levels at the City.
- Work with interruptions and multi-task.

##### **Physical**

- Lifting of 20-40 pounds.



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- Travel within the region or City to inspect worksites, building or attend meetings is likely to occur multiple times weekly.
  - Limited exposure to field or construction site conditions when visiting properties within the City.
  - Attendance at evening meetings and related meetings is required.

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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.