

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Chief Human Resources Officer	BAND/LEVEL:	SMICP
DEPARTMENT:	Human Resources	JOB NO:	1660
DIVISION:	Human Resources	DATE:	3/25/2012
REPORTS TO:	Deputy City Manager	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 191

REPLACES: Director, Human Resources

DATE: 10/3/2011

JOB SUMMARY STATEMENT:

Plans, organizes, and directs the activities and staff of the Human Resources (HR) Department in the following functional areas: policy and program development; recruitment, selection, classification and compensation, performance management, organizational development and training, legal compliance, employee benefits, employee relations, employment practices and procedures, safety, employee events, payroll, and Human Resource Information System (HRIS). Ensures compliance with state and federal regulations affecting all human resource activities. As a member of the City's executive leadership team, provides leadership and input into strategic decisions, plans, financial goals and business objectives of the City.

DUTIES AND RESPONSIBILITIES:

1. Administers and directs a comprehensive human resources program. Develops and interprets HR-related policies and operating procedures and assists and advises city departments in the application of these policies and procedures. Remains current on changes to federal, state, and local laws and regulations and ensures that all city functions related to human resources activities are in compliance. Modifies policies and procedures related to human resources activities, as needed.
2. Directs programs for recruiting, interviewing, investigating, and screening potential employees and referral of qualified applicants to departments. Ensures recruitment and screening devices (*advertisements, applications, interviews, tests, reference checks and job requirements*) show a clear relationship to job duties and conforms to the City's affirmative action objectives.
3. Directs development and administration of City's classification and compensation plan as well as the performance management program. Develops plan of action to meet organization's goals. Assists departments in effectively using established tools to follow program goals and budget constraints. Develops annual compensation budget and formulates and recommends changes to program.
4. Directs development, implementation, and administration of City's employee benefits program including the retirement benefit programs as well as health and wellness programs. Finalizes benefit contracts with outside companies. Recommends alternatives to meet changing benefit climate.
5. Directs development and administration of City's safety and loss prevention program. Coordinates safety programs throughout City to achieve safety goals. Coordinates City's worker's compensation program and integrates with safety program. Analyzes results of programs to determine effectiveness. Recommends and implements changes as needed.
6. Directs the activities of the payroll, and HRIS division. Directs activities to assure accurate payroll processing. Makes recommendations and implements changes to enhance payroll function.
7. Directs establishment and administration of City organizational development and employee training programs. Audits City's needs in internal training areas. Develops programs to meet assessed needs. Oversees development of individual training programs. Recommends and implements changes as needed to meet departments and employees needs.
8. Directs other areas of human resource functions including:
 - Personnel records
 - Internal investigation and resolution process
 - Discipline and grievance procedures

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- Affirmative Action program
 - Employee recognition and recreational activities
 - Employee suggestion award program
 - Auxiliary programs such as United Way and Corporate Challenge
9. Develops department budget following City guidelines and policies. Communicates with all levels of management to assess Human Resources needs throughout City. Monitors and evaluates staff performance. Recommends personal development and training.
 10. Works with all levels of City management to ensure coordination and cooperation in determining and achieving City personnel goals. Develops programs and procedures to achieve City-wide cooperation. Assists departments with employee- related problems.
 11. Makes presentations before the City Council and the Finance, Administration and Economic Development committee.
 12. Serves as Health Insurance Portability and Accountability officer and is a member of City's ADA Reasonable Accommodation Review Committee. Evaluates requests for reasonable accommodation due to a covered disability.
 13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in business or a related field with emphasis on human resource management or an equivalent combination of education and experience is required. Preference given to Master's degree in human resource management, business, or a related field of study. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations is also preferred.

EXPERIENCE:

Ten years of progressively responsible experience in human resource management that includes practical experience in traditional HR functions including: compensation, employee benefits, employee relations, safety administration, training, employment, and human resource information systems.

SKILLS:

1. Outstanding communication skills (oral and written).
2. Outstanding presentation skills.
3. Organizational skills.
4. Analytical skills.
5. Leadership skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state and federal regulations affecting human resources.
2. Ability to recognize and protect confidential information.
3. Ability to train and guide others.
4. Ability to analyze complex problems and recommend possible solutions.
5. Diplomacy and judgement.
6. Abstract and logical reasoning.
7. Ability to evaluate human resource programs and recommend changes to meet specific goals.

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PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to meet and counsel with employees.
3. Ability to attend/conduct meetings and be attentive for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Directly supervises management, professional, and administrative staff

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Indirect

- Human Resources Staff

The preceding job description 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 assigned to this job.