



ASSISTANT HUMAN RESOURCES MANAGER

JOB DESCRIPTION

Department: Executive	Division: Human Resources
Work Location: Urbana City Building	Percent Time: 100% (Full-time)
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Human Resources Manager	Union: Non-Union

JOB SUMMARY

The principal function of an employee in this class is to provide support across the full range of human resources functions. The work is performed under the supervision of the HR Manager. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, employers throughout the area, job applicants and the public. The principal duties of this class are performed in a general office environment with some off-site activities.

An employee in this class has a significant role in providing analysis of the policies and procedures in the multiple disciplines of human resources to include: recruitment, compensation, testing, and training, and performs a wide variety of highly responsible professional generalist duties in the areas of recruitment, selection, classification, compensation, employee development and training, and/or other personnel/human resources functions. Work is performed in accordance with established procedures and guidelines, but can involve some exercise of independent judgment in formulating recommendations to supervisors and in applying procedures and guidelines.

This position is also responsible for coordinating the City's Employee Wellness Program.

Primarily responsible for employee recruitment, testing and selection for the City of Urbana. Other duties include: (1) Conducting employee orientation for new hires; (2) Coordinating job audits as needed; (3) preparing statistical reports as required; (4) participation in labor/contract negotiations; and (5) involvement in employee relations and disciplinary issues.

ESSENTIAL FUNCTIONS

A. Recruitment and Selection

- Coordinates the recruitment and placement of temporary agency employees through designated employment agencies including performing cost/benefit analysis of services provided by agencies.

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- Manages the design and implementation of employee recruitment and selection programs, including outreach recruitment, development of recruitment materials, screening of applicants for qualifications, design and administration of job-related selection procedures and the conduct of background and reference checks.
- Coordinates schedule for recruitment of personnel with department heads.
- Develops and improves long and short term recruitment strategies to ensure that a diverse group of qualified candidates apply for City job openings. This position is responsible for establishing a social media presence for the City's recruitment efforts and for fully implementing and using the City's job application/applicant tracking software.
- Actively participates in recruiting efforts as needed including attending job fairs, researching and evaluating job advertising options to ensure that resources are used in a cost effective manner and are reaching a diverse pool of candidates.
- Prepares class specifications, revisions of class specifications and participates in recommending the establishment, consolidation or abolition of classes. Maintains records of City's position classification and pay system. Classifies positions as to benefit type, civil service, pension eligibility, and FLSA status. Conducts and participates in classification studies of a wide variety of positions and recommends classification and/or salary adjustments. Develops and revises class descriptions and prepares recommendations for the establishment of new classifications. Works with departments to ensure that job descriptions match current duties, responsibilities, requirements and reporting relationships.
- Conducts job audits and analysis for evaluation, position classification, and minimal physical requirements.
- Serves as the point of contact for facilitating the acquisition, retention and development of employee talent;
- Assists in recommending and implementing City-wide personnel policies, procedures and practices; reviews proposed legislation, administrative regulations, and personnel trends; recommend appropriate actions; and design procedures and forms for implementation.
- Maintains compliance with federal and state regulations concerning employment.
- Performs workforce planning calculations and analyses.
- Creates the optimal candidate experience by developing a strategy to attract strong talent.
- Develop and maintain vacancy reports and key metrics to evaluate the efficiency and effectiveness of recruiting strategies and programs.
- Distributes and maintains employment applications for all city classified positions; provide information and respond to requests for information regarding employment and employment procedures; distributes city employee evaluations; verify and disseminate information on employment and salary for credit checks.
- Advises and communicates with Departments on Civil Service and personnel procedures, rules, examination procedures and related personnel matters;
- Assists in maintaining resource files of all applications not referred.
- Researches employment tests and recommends format and content for tests conducted by the Human Resources Office.
- Conducts job analyses to determine the knowledge, skills, and abilities that should be measured for civil service tests. Devises and develops methods of testing and prepares test standards. Plans, outlines and prepares examination content and procedures. Recommends relative weight of test components and analyzes their effect. Reviews examination results and makes recommendations.

Plans and participates in the administration and rating of performance tests, work sample tests, interviews, and other selection methods.

B. Metrics

- Maintains Human Resource Information System records and compiles reports from database.
- Prepares, updates and interprets a variety of regularly scheduled and ad hoc reports. Reports may include lists of open and filled positions, time elapsed between steps in the hiring process, employee turnover reports, statistics concerning the demography of applicant pools, Prepares informational/statistical reports, including: EEO reports, and Human Resources Division Annual Report; applicant flow reports; OSHA report; and on data compiled from personnel logs; revises report formats as necessary.
- Processes numerous pay surveys, including EEO reports; maintains and assists in updating the employee policy manual; maintains a variety files regarding employees; performs clerical support services for the Human Resource Department.
- Maintains applicant flow demographic records by gender, ethnicity, age and disability status.

C. Wellness Initiatives

- Coordinates employee tuition assistance program and employee wellness program. through contacts with employees and department heads; processes and records requests for tuition assistance.
- Supports department staff with nutrition information and active living program and event ideas to promote the benefits of a health/active lifestyle.
- Develops and conducts trainings for employees on the topic of health/wellness best practices, initiatives and trends.
- Recommends and provides for the implementation of a variety of employee wellness programs, such as smoking cessation, weight reduction and exercise and fitness; evaluates services provided by outside providers and the effectiveness and cost benefits of such programs.
- Coordinates marketing efforts to increase awareness of health/wellness benefits through City programs.

D. Other

- Creates, updates, and maintains Human Resources internal and external web site.
- Develops agenda items for the Civil Service Commission
- Recommends changes to the City code and Civil Service rules as needed.
- Coordinates and communicates with other employees, divisions, and departments to accomplish tasks and organizational goals. Responds to requests for information from the general public, other employees, divisions, departments, administration, and others as appropriate.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Conducts related legislative research.
- Researches, recommends, develops and introduces productivity improvement initiatives to maintain and enhance service delivery.
- Answers or refers inquiries regarding City hiring policies, personnel programs, employee benefits, bargaining agreements, and labor laws and regulations as appropriate. Responds to questions and

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comments in a courteous and timely manner.

- Conducts and responds to periodic wage and benefit surveys.
- ~~Answers or refers inquiries regarding City hiring policies, personnel programs, employee benefits, bargaining agreements, and labor laws and regulations as appropriate.~~
- Substitutes during absences of Human Relations Manager and Benefits Coordinator.
- Performs related duties and special projects as assigned.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE

- Knowledge typically acquired through completion of a bachelor's degree in personnel, public or business administration, liberal arts or related social science field. A Master's degree in Public Administration, Human Resource Management or a related field is desirable.
- Three years of full-time professional experience in public agency human resources administration. Experience in other related fields may be considered to satisfy the experience qualifications. An associate's degree plus five (5) years related work experience may be substituted.
- Experience with online Applicant Tracking Systems (ATS) strongly preferred; experience implementing an Applicant Tracking System a plus.
- Strong experience with candidate sourcing using internet tools such as LinkedIn, job boards, social media and search engines.

KNOWLEDGE OF:

- Basic equal opportunity and employment laws, regulations and practices and ability to gain a working knowledge of City of Urbana Civil Service Codes.
- Methods and practice of successful employment recruitment.
- Social media and other electronic means of recruitment.
- Correct English usage, spelling, grammar, and punctuation.
- A strong understanding and appreciation of a diverse work environment.
- Report preparation methods and techniques.
- Proficient knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint.

ABILITY TO

- Communicate effectively.
- Make independent decisions in accordance with established policies and procedures.
- Establish and maintain effective working relationships with fellow employees, city officials, and the general public.
- Type at a speed necessary for successful job performance. Requires constant use of hands and frequently requires manual dexterity-oriented tasks.
- Perform highly complex and confidential work. Analyze a variety of personnel problems and make sound policy and procedural recommendations.
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- Understand, interpret and apply memoranda of understanding, Federal and State laws and regulations, professional and contractual service agreements, and City policies and procedures as they relate to personnel and/or human resources administration.
- Perform mathematical calculations and statistical analysis.
- Accurately assess candidate's abilities through interview and assessment techniques.
- Learn job audit and classification methods.
- Prioritize workload and work with frequent interruptions.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.

RESPONSIBLE FOR:

- Coordinating and scheduling applicant testing.
- Producing personnel data reports as scheduled.
- Updating and maintaining Human Resources internal and external web sites
- Development, verification, and revision of job descriptions.
- Timely processing of position advertisements and applications.
- ~~New employee orientation by Human Resources Office.~~
- Maintaining good relations with the community and Human Resources offices of other communities and businesses.

CONTACTS: INTERNAL/EXTERNAL

- Regular contact with print media, agency directors, and recruitment personnel to advertise and communicate regarding position opening with the City.
- Regular contact with department directors and employees from other City departments to discuss personnel matters.
- Regular contact with general public, including business people, and other personnel professionals.

Supplemental Information

Working Environment:

Standard office setting, but may be exposed to work environment of any City employee while conducting job audits. Position requires flexible work schedule including weekends and evening hours.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to manipulate objects, tools, or other controls; and reach with hands and arms.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, peripheral vision, depth perception, color perception, and the ability to adjust focus.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: _____
Signature Date

Approved By: _____
Department Head Date

Approved By: _____
Human Resources Manager Date

Approved By: _____
Human Relations Officer Date

Approved By: _____
Civil Service Commission Date

For HR/Finance Use

Title Code 111	Pay Grade 39
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