

CITY OF GERING

Job Posting Notice

Job Title:	Human Resource Director
Department:	Administration
Grade Level:	Grade 25
Posting Period:	December 22, 2021 (Position will remain open until filled)
Application Deadline:	4:30 p.m., Friday, January 28, 2022, at Gering City Administration Office, 1025 P Street Gering, NE.
Job Description:	Attached

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. **A resume is required, so please submit with the job application.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Pat Heath

City Administrator



Human Resources Director

City of Gering, NE: Human Resources Director. Full-service city with 85 full-time employees and 65 seasonal positions. This is a highly responsible position that performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems and programs of the organization. **Desired Minimum Qualifications:** Graduation from an accredited four-year college or university with a degree in human resources, public administration, personnel management or closely related field, and five (5) years experience in a human resources capacity. For a complete list of **Necessary knowledge, skills and abilities** a full job description and application can be obtained on the City of Gering website, www.gering.org. Submit application, resume and references in an envelope marked "Human Resources Director", Attn: Pat Heath, City Administrator, P.O. Box 687, 1025 P Street, Gering, NE 69341. Applications must be received by January 28, 2022 at 4:30 p.m. in order to be considered in the initial review process. Please direct questions to Pat Heath, City Administrator at (308) 436-5096 or email pheath@gering.org. EOE

POSITION DESCRIPTION

Class Title: **Human Resource Director**
Department: Administration
Status: Exempt

Grade Number: 25
Date: December, 2021
Safety Sensitive: No

GENERAL PURPOSE

This is a highly responsible position that performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems and programs of the organization, including classification, compensation, recruitment, selection, labor relations, employee benefits, and training.

SUPERVISION RECEIVED

Works under the general administrative direction of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, employee benefits, and training.

Direct all personnel functions, including but not limited to, posting notices, recruitment of applicants for vacancies as requested, maintenance of personnel files and personnel database, conduct assessment centers, conduct salary and benefit surveys, conduct employee orientation programs and exit interviews, and preparation of budget requests.

Conducts employee interviews and background checks.

Must be approachable and maintain a relationship of trust with employees, supervisors and Council Members.

Assures the City's employment, safety, benefits, labor relations, personnel and equal opportunity policies and practices comply with the applicable provisions of the federal and state labor laws, including the maintenance of necessary files, records, etc.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Provides professional advice to the City Administrator; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Responsible for promoting awareness and prevention of EEOC/NEOC lawsuits and workers compensation lawsuits.

Responsible for investigation and response to claims filed with the EEOC and/or NEOC.

Develops, reviews, revises, and updates individual job descriptions with the assistance and input from department heads and/or employees.

Assists department heads with all disciplinary procedures and maintains records of all disciplinary action taken.

Instrumental in making changes to personnel handbook including development of new policies and carrying new policies through approval procedures; consults legal counsel to ensure that policies comply with federal and state law; maintains personnel handbook; processes updates, amendments and/or additions to the handbook; ensures that all employees receive changes made to the personnel handbook.

Recruits, interviews, and assists in the selection of employees to fill vacant positions; administers manual and dexterity tests to applicants.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Plans, directs, administers and keeps record of health insurance coverage, cafeteria plan, pension plan, and personnel transactions such as hires, promotions, transfers, pay rates, performance reviews, disciplinary action, and terminations.

Processes employee requests for assistance with insurance claims and/or insurance questions; assists employees with inquiries pertaining to benefits, insurance, payroll, withholdings, wages, and interpretations of policies and/or procedures.

Represents organization at personnel-related hearings and investigations.

Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Conducts wage and benefit surveys within labor market, analyzes wage, benefit and salary reports and data to determine competitive compensation plan.

Analyzes existing benefits programs, plans modification of existing benefits programs & recommends benefit plan changes to management.

Notifies department heads, employees and labor union representatives of changes in benefits programs.

Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Represents management in negotiating collective bargaining agreements.

Prepares annual salary publication.

PERIPHERAL DUTIES

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

Evaluates, recommends, and implements services, coverage, and options available through insurance and investment companies to determine programs best meeting the needs of the City.

Serves as a member of the Safety Committee and Wellness Committee.

Serves as the secretary on the Civil Service Commission.

Knowledge of the Americans with Disabilities Act. (ADA).

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, personnel management of a closely related field, and five (5) year of experience in a human resources capacity (preferred).
- (B) Municipal government experience in human resources (preferred).
- (C) Any equivalent combination of education and progressively responsible experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.
- (D) Knowledge of all applicable equal employment, civil rights, workers' compensation and OSHA laws as well as benefit and retirement laws.

SPECIAL REQUIREMENTS

Must be bondable.

SHRM or HRCI Certification preferred.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including Microsoft Office, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here 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.

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

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available? Are you legally eligible for employment in the United States? Yes No
 Full-Time Seasonal
 Part-Time Overtime (if requested)

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.)

Other special training or skills (languages, machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date