

CITY OF GERING

Job Posting Notice

Job Title:	Human Resource Director
Department:	Administration
Grade Level:	Grade 25 (\$31.32- \$40.33/hour)
Posting Period:	July 13 – August 12, 2022 (Position will remain open until filled)
Application Deadline:	4:30 p.m., Friday August 12, 2022, at Gering City Administration Office, 1025 P Street Gering, NE.
Job Description:	Attached



Human Resource Director

City of Gering, NE: Human Resource Director: Full-service city with approximately 75 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 City. Desired Minimum Qualifications: Four-year degree from an accredited university with a degree in human resources, public administration, personnel management or a closely related field, and five(5) years experience in a human resources capacity. A full job description and application can be obtained on the City of Gering website, www.gering.org. Submit completed application, resume and references to Pat Heath, City Administrator, P.O. Box 687, 1025 P Street, Gering NE 69341. Applications must be received by August 12th, 2022 for consideration. 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: July 2022
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, and exit interviews,

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. 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. Represents organization at personnel-related hearings and investigations.

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; ensures that all employees receive changes made to the personnel handbook.

Recruits, interviews, and assists in the selection of employees to fill vacant positions. 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.

Analyzes existing benefits programs, recommends benefit plan changes to management. Notifies department heads, employees and labor union representatives of changes in benefits programs.

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.

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

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

PERIPHERAL DUTIES

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

Serves as the secretary on the Civil Service Commission.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Four-year 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) Knowledge of current 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) Knowledge of all applicable equal employment, civil rights, workers' compensation and OSHA laws as well as benefit and retirement laws.
- (C) Skill in planning, directing and administering employee programs and systems
- (D) Ability to prepare and analyze comprehensive reports
- (E) Project Management
- (F) Skilled in both verbal and written communication
- (G) Ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public
- (H) Ability to learn and navigate the Tyler HRIS system.

SPECIAL REQUIREMENTS

SHRM or HRCI Certification preferred.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including Microsoft Office, HRIS system, 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.



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 Name _____ Middle _____ Date _____

_____ Street Address (physical & mailing address) _____ Home Telephone _____

_____ City _____ State _____ Zip Code _____ Cell Number _____

Have you ever applied for employment with us?

Yes No If yes, dates: _____

Date available to begin work: _____

Position desired: _____

Pay expected: _____

What hours are you available?

Full Time Part-Time Seasonal Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.) Other special training or skills (languages, machine operation, etc.), special accomplishment 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 School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces? Yes No

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

Company Name _____
Address _____
Supervisor's Name _____
Job Title _____
Describe your work _____
Reason for leaving _____

Telephone _____
Starting Pay _____
Ending Pay _____
Employment Dates:
From: _____
To: _____

Company Name _____
Address _____
Supervisor's Name _____
Job Title _____
Describe your work _____
Reason for leaving _____

Telephone _____
Starting Pay _____
Ending Pay _____
Employment Dates:
From: _____
To: _____

Company Name _____
Address _____
Supervisor's Name _____
Job Title _____
Describe your work _____
Reason for leaving _____

Telephone _____
Starting Pay _____
Ending Pay _____
Employment Dates:
From: _____
To: _____

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

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

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341 (308) 436-5600
Fax: 308-436-6899, or email to apalm@gering.org

NOTE: If submitted by email or fax, please understand that the original applications need to be mailed to the above address.