



The mission of the City of Yankton is to provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage and thrive.

Job Description: **Director of Human Resources and Employee Engagement**

Location: City Hall

Department/Division: Human Resources

Reports to: City Manager

FLSA: Exempt

Pay Range: 57

Summary of the Position:

Provides expertise and administers Human Resources functions. These include planning and implementation of employee engagement, labor relations, employee recruitment, selection and retention. Responsible for position classification and salary administration, training/development, and inclusive employment. This position coordinates and administers employee benefit programs. Coordinates all workers compensation and safety programming, employee engagement and contract negotiations. Assists in development of personnel policies and annual city budget. In cooperation with Information & Technology Services Department and Finance Department administers timekeeping, payroll, and human resource software.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act (ADA), may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- Oversees and assists in recruitment, testing, selection, training/development, assignment, performance evaluation, promotion, orientation, and classification of employees.
- Administers the City benefit programs, including workers' compensation, health insurance, dental insurance, vision insurance, life insurance and serves as the Authorized Agent of the South Dakota Retirement System, supplemental retirement accounts, expense reimbursement plans and supplemental insurances. Assists employees with any benefit related questions.

- Administers the classification and pay system. Works closely with Information Technology Services and Finance Department to administer timekeeping, payroll, and human resources software.
- Manages City personnel policies, develops new and revised policies as necessary to comply with Family Medical Leave Act, Fair Labor Standards Act, National Labor Relations Act, DCL, Equal Employment Opportunity, and other state and federal laws.
- Performs and assists management, staff, individual employees by administering policies on issues involving personnel management.
- Directs, implements, and oversees the organization's workers' compensation program, safety program, unemployment claims, and maintains accurate records thereof. Serves as the City's ADA Coordinator.
- Stays abreast of changes in the Human Resources field and local employment trends. Develops, analyzes, and provides compensation data and other information as necessary.
- Counsels department heads and other leadership on the review of their work areas in relation to the overall organization, including staffing, transfers, employee engagement/morale, training and development, promotions, disciplines, terminations, and other personnel matters.
- Leads employee engagement including Safety Committee, Insurance Committee, Employee Committee, and other teambuilding endeavors.
- Develops and maintains effective communication with employees to build trust, relay important information, and counsel on human resources and employment matters.
- Assists with personnel related issues, internal investigations, and grievance resolutions. Advises on changes in job/structure duties. Conducts all employee exit interviews.
- Recommends, develops, and updates revisions and additions to employee policies, procedures and other organizational human resource related issues.
- Works with the City Manager and City Attorney in matters of contract negotiation and administration and acts as a resource to all departments in contract interpretation.
- Executes special projects assigned by the City Manager. Other duties as assigned.

Knowledge, Skills and Other Characteristics:

May be representative, but not all-inclusive, of the knowledge, skills and abilities commonly associated with this position

- Empathy, professionalism, confidentiality and understanding.
- Outstanding communication and leadership skills.
- Understanding of employee benefit administration and compensation plans.
- Comprehensive knowledge of the principles and practices of human resource management, supervision, personnel management and employment law.
- Ability to identify emerging issues, develop and implement solutions.
- Strong computer skills with the knowledge of and ability to learn, navigate, and utilize multiple software applications.
- Ability to problem-solve, think critically, make decisions, evaluate employees, provide customer relations, and have efficient time management.

Qualifications:

Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered (additional requirements may be designated by position).

- Bachelor's Degree in human resource management, business or related field. Equivalent experience may be considered commensurate to a degree
- At least five years of experience in human resource management
- Valid South Dakota Drivers License

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Physical Qualifications:

Below are activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Definitions for the listed activities are defined by the American with Disabilities Act. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This will be sedentary work, sitting or standing for long periods of time.
- Frequently required to talk, see, hear, and operate office equipment.
- Frequently required to view a computer monitor, operate a keyboard and computer mouse for long periods of time.
- Rarely required to climb, stoop, kneel, crouch, crawl, push, pull, lift or grasp.

Work Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job as defined by the Americans with Disabilities Act.

- None - the employee is not substantially exposed to adverse environmental conditions.

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