



## **Title: Human Resources Manager – Benefits & Classification and Compensation**

**FLSA STATUS:** Exempt from overtime under Fair Labor Standards Act (FLSA).

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Human Resources Director.  
Supervises professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of five years increasingly responsible professional experience in human resources, with a minimum of three years supervisory/managerial experience overseeing benefits and classification and compensation, including management of self-funded plan. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Professional Human Resources certification is preferred, such as:
  - SPHR (Professional in Human Resources)
  - IPMA-CP (Certified Professional in Human Resources)
  - CCP (Certified Compensation Professional)
  - CBP (Certified Benefits Professional)
  - NPELRA – CLRP (Certified Labor Relations Professional)
- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to manage the operational activities within the Benefits and Classification and Compensation Division, including providing strategic direction and the supervision of professional and paraprofessional staff. This position manages the City's self-insured Medical and Dental plans, vision, basic and supplemental life, EAP, accidental death and dismemberment, short term disability, commuter insurance, COBRA, workers' compensation, ADA, classification, compensation, position management and labor contract HCM implementation. Other primary duties include contract oversight and administration and serving as a member of the HR Management Team.



# City of Peoria

## HUMAN RESOURCES

### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises and coordinates the activities of a team of Human Resources staff including training, scheduling, hiring decisions, written performance evaluations, working with employees to correct deficiencies and implement discipline procedures. This includes assigning work and evaluating staff performance.
2	Participates in the development of City policies and procedures to ensure compliance with Federal, State, and City laws and rules including. Determines whether policies and procedures meet existing compliance requirements; recommends revision of policies as well as language and format.
3	Participates in the development and administration of the annual budget for the Human Resources Department. Prepare budget supplements, recommends budget expenditures, monitors budget expenditures, and make recommendations regarding administration of self-insured trusts.
4	Participates in the development and implementation of Human Resources department's goals, objectives, policies and priorities.
5	Researches and reviews current legislation related to compensation/classification, benefits, wellness and employee relations. Prepares reports and makes recommendations to initiate new programs or improve existing programs; implements as directed. Prepares executive summaries and position papers regarding compliance related issues at the state and federal level regarding all aspects of human resource management, specifically pension law.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.