



## **Title:** Human Resources Consultant

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

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

Receives direction from the Human Resources Manager. Provides technical and functional guidance to Human Resources Specialists.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's Degree or equivalent in Human Resources, Management, Public or Business Administration or a related field.
- **Experience:** A minimum of three (3) years progressively responsible employee relations, labor relations, and recruitment experience is required.
- **Licenses/Certifications/Special Requirements:**
  - None

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

- A Bachelor's Degree in Human Resources Management.
- Experience in a municipal or government setting.
- Labor relations experience in a municipal or government setting.
- Professional Human resources certification is preferred, such as:
  - PHR (Professional in Human Resources)
  - SPHR (Senior Professional in Human Resources)
  - SHRM-CP (SHRM Certified Professional)
  - IPMA – CP (Certified Professional in Human Resources)
  - NPELRA – CLRP (Certified Labor Relations Professional)

### **JOB SUMMARY**

The purpose of this position is to provide journey level, professional advice, strategic direction, and work in the areas of employee relations, labor relations and employment services/recruitment. This position requires a broad knowledge of all human resources functional areas to serve as a consultant for multiple assigned departments. This includes working closely with supervisors, management and other staff on complex human resources issues including disciplinary action, appeals, employee relations, investigations, complaints, grievances, recruitment processes, and labor relations matters. Incumbents in this classification may provide direction to the Human Resources Specialists while dealing with more complex, technical personnel issues. Incumbents in this classification may be required to conduct business in off-site locations and are responsible for transportation to off-site locations.



### 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	Provides information, support and coordination of training for the City's labor relations program. Assists in the preparation and planning for employee and labor relations processes, including research, analysis, and compilation of data as assigned. Participates in the negotiation process attending negotiation sessions with assigned units. Responds to questions regarding the Memorandums of Understanding (MOU's). Coordinates updates to MOU's with Human Resources and Payroll staff and communicates updates to the organization, including updating webpages. Maintains labor relations files in compliance with record retention guidelines.
2	Provides professional advice and makes analytical judgments in order to resolve complex, technical personnel problems. Consults with departments to determine service needs, makes recommendations regarding personnel policies and procedures, conducts special studies, prepares reports on findings, and recommends proposed changes.
3	Participates in strategic planning for the department's HR functions in order to align with city goals and objectives. Interprets policies, MOU's, local, state, and federal laws. Responds to employees and management on questions regarding employment, Personnel Administration Regulations, Memorandums of Understanding, and other policies or procedures.
4	Prepares reports and statistics regarding the Equal Employment Opportunity (EEO) statistics, researches and responds to (EEO) charges, conducts employment related investigations and responds to employment claims.
5	Monitors, recommends and reviews disciplinary and termination actions. Conducts employee counseling and exit interviews; investigates and responds to employee complaints and concerns, and leads in the resolution of employee relation issues. Oversees and coordinates formal grievances, charges, and appeals by providing analysis and responses. Complies with related federal, state, and local regulations.



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## HUMAN RESOURCES

6	Provides expert knowledge for content and facilitates training on employment law, harassment, and various other policies and practices. Assists in the development and revision of policies and procedures and assists with special projects. Researches and stays informed of current and upcoming federal, state and local employment laws and regulations.
7	As assigned, administers and/or monitors activities associated with the selection process such as employment examinations, pre-interview exercises, interview exercises, processes, etc.
8	Collaborates with management to improve working relationships, build morale, increase productivity, and meet City business needs. Works with departments on workforce structure and succession planning.
9	Provides technical advice to assigned HR Specialists, and makes analytical judgments in order to resolve complex, technical personnel problems.



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## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.

Work Environment for this position is indicated below with "X"				
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, printers and related software.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.