



Title: Sr. Human Resources Consultant

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

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

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in Human Resources, Management, Public or Business Administration or a related field or equivalent.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.
- **Experience:** A minimum of five (5) years experience dealing with Employee Relations, Labor Relations, and Recruitment is required.
- **Licenses/Certifications/Special Requirements:**
 - None

PREFERRED/DESIRABLE QUALIFICATION(s):

- 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 serve as an expert resource in the areas of employee relations, labor relations, employment services, and to serve as a generalist for multiple assigned departments. This includes providing technical direction to staff and advising management and employees on employment related laws and policies, making recommendations to initiate or improve new programs and/or policies, and overseeing matters related to employee relations, investigations, complaints, grievances, recruitment processes and labor relation matters.



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 advanced level professional advice to assigned HR Specialists and HR Consultants and makes analytical judgments in order to resolve complex, technical personnel problems. Handles the day-to-day scheduling of employee work coverage. Informs manager of project performance and provides general input on employee's performance. May provide input to the manager on hiring, formal written performance evaluations, reclassifications, promotions, and merit increases.
2	Provides broad-based accountability and oversight while addressing the more complex department and employee concerns related to employee relations, investigations, complaints, grievances, recruitment processes and labor relation matters. Leads in the resolution of investigations and employee relation issues. Provides analysis and responses to formal grievances, charges and appeals and receives only occasional instruction or assistance from management.
3	Assists in the preparation and planning for employee and labor relations processes. Provides information, support and coordination of training for the City's labor relations program. Responds to questions regarding the Memorandums of Understandings.
4	Implements and evaluates programs. Assists the HR Manager with developing policies and strategies to provide direction in the areas of employee relations, labor relations, and employment services. Researches and composes written reports, makes recommendations and interprets personnel policies and procedures for City Employees.
5	Researches and stays informed of current and upcoming federal, state and local Human Resource's laws and regulations and develops initiatives to help the City comply with these. Participates in strategic planning for the department's HR functions in order to align with City goals and objectives.



City of Peoria

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.