



City of Peoria

HUMAN RESOURCES

Title: Workforce Administrator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Director of Human Resources
Exercises direct supervision over Human Resources Specialists and Human Resources Assistant.

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:** A minimum of five (5) years experience dealing with Employee Relations, Labor Relations, and Recruiting is required.

- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Professional Human Resources certification is preferred, such as:
 - PHR (Professional in Human Resources)
 - SPHR (Senior Professional in Human Resources)
 - IPMA-CP (Certified Professional in Human Resources)
 - CCP (Certified Compensation Professional)
 - CBP (Certified Benefits Professional)
 - NPELRA
- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.



JOB SUMMARY

The purpose of this position is to develop, maintain and administer workforce management programs encompassing all functional areas of employee/labor relations, recruitment and selection. This position is responsible for managing the meet and confer process including pre-planning strategy, development of business models, developing and maintaining proactive, positive relationships with employee associations, and collaborating with internal/external legal counsel and executive leadership to provide guidance regarding labor relations issues. This is accomplished through providing proactive and reactive labor relations and employment expertise that is consistent with the City's overall human resources and labor relations strategies.

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 staff by planning and supervising daily tasks and activities, participating in the hiring process, coordinating activities, establishing procedures and guidelines, evaluating assigned services, coaching for performance improvement and recommending personnel actions.
2	Plans, directs, organizes, and coordinates the employee and labor relations processes; collects and analyzes data for use in formulating negotiations proposals and develops recommendations for bargaining positions; researches and develops recommendations and strategies regarding employee relations procedures, issues and cases, such as grievances, disciplinary actions and contract application and interpretation; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues; assists in the resolution of disputes through a variety of resolution vehicles; advises management and staff on interpretation and application of MOU provisions; develops or modifies employee and labor relations policies and procedures; advises managers and supervisors on positive employee relations practices; serves as a member of the labor management committee and negotiation team.
3	Provides technical and professional coordination and leadership in day-to-day employment program activities. Establishes and implements short and long-range goals, objectives, policies and operating procedures; develops analytical tools and program guidelines.
4	Evaluates and monitors current recruitment and selection processes and the efficiency and effectiveness of service to all City departments; recommends improvements and modifications to streamline work processes; prepare various reports on operations and activities and prepare recommendations for action.



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:

Computer, printer, copier, fax, scanner, smartphone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.