



HUMAN RESOURCES DEPARTMENT

City of Burlington

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HUMAN RESOURCES MANAGER HUMAN RESOURCES

POSTING DATE: December 11, 2015
RATE OF PAY: \$61054.45 annually
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: December 22, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 20
UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

Working within the parameters of a comprehensive set of personnel policies, four collective bargaining agreements, and applicable local, state, and federal employment laws and regulations, the HR Manager will operate at a high level to strategically interpret, apply and monitor workplace policies, programs and procedures to ensure excellence in the execution of the full spectrum of HR activities for assigned client groups within the City of Burlington.

ESSENTIAL JOB FUNCTIONS:

Human Resources Administration

- Manage all HR services to assigned client groups within the City by building strong working relationships to provide strategic influence through empowerment and holding him/herself and others accountable.
- Interact with city employees, department heads, commission members and elected officials on wide variety of human resources matters including, but not limited to: contract and policy interpretation, conflict resolution, performance management, discipline and discharge, recruitment, employee grievances, compensation, diversity and inclusion, wellness, safety and benefits programs.
- Provide or coordinate external sources for coaching, training and presentations to assigned client groups, elected officials and others on legal compliance relating to EEOC, Worker's Compensation, Illegal Harassment, cultural competency and diversity, FLSA, OSHA/VOSHA, ADA, ADEA, FMLA and other applicable state, local and federal laws and regulations as requested.
- Conduct intake interviews and investigations in response to harassment/respect in the workplace allegations and employee grievances in consultation with HR Director and legal counsel, as necessary.
- Oversee pre-employment medical exams, fitness for duty requests, drug and alcohol testing, background checks, Hepatitis B vaccination programs, VOSHA and Department of Transportation medical examination testing requirements including CDL drug pool and annual license verification.
- Analyze data and identify employment trends for functional areas and communicate results with HR team and department managers as appropriate.
- Carry out research assignments to support collective bargaining and grievance procedures.
- Coach and assist managers with the performance management process and work with the HR Administrator to monitor performance evaluation cycles for assigned client groups.
- Participate in cross-functional teams and other COB projects and initiatives as assigned.
- Support the City's diversity, equity and cultural competency initiatives by representing the City at meetings and trainings such as We All Belong, to assist the administration in developing City practices and standards for an inclusive and diverse workforce at all levels of staff.
- Oversee City-wide training initiatives related to HR legal compliance and best practices for assigned client groups.
- Identify, create, implement and manage special projects that are in alignment with the ever changing needs of the City's dynamic work environment.
- Conduct and participate in compensation studies as assigned.
- Work outside of regular business hours to attend City Council and sub-committee meetings as necessary.
- Directly contribute to the day to day functional operations of the human resources office including serving as backup to other staff including the Human Resources Director.

Benefits Administration

- Support administration of the City's employee insurance programs including health, dental, flex spending, CANRX, EAP, 457 deferred compensation programs and post-employment health plans including participation in bidding and renegotiation of carrier contracts.
- Conduct and communicate annual open enrollments for various benefits plans in partnership with the HR Administrator.
- Facilitate accurate completion of applicable forms associated with changes in employee demographics, benefits information, general changes in status and provide to HR Administrator.
- Provide City employees on options available for retirement benefits; prepare estimates of benefits, explain retirement procedures, provide information on health insurance, federal and state taxes, and social security; review actuarial benefit computations
- Inform vested and non-vested terminating City employees on options available to them for the contributions made to the retirement system.
- Attend retirement board meetings to provide supporting information related to disability retirement applications.
- Maintain confidential employee medical records
- Play a leadership role on City's Wellness Team.

Workers Compensation/Leaves of Absence Administration

- Receive, track and maintain records of all workers compensation claims made by City employees within assigned client groups; ensure appropriate information is provided to insurance carrier and third party administrator in a timely manner.

- Work with employees, supervisors, insurance providers, third party administrators and physicians on safe return to work following workers compensation injuries, including returning to light duty assignments.
- Work with managers, supervisors and employees to encourage, promote and coordinate work place safety initiatives.
- Coordinate, administer and track FMLA leaves for assigned client groups. Ensure appropriate and timely documentation in order to ensure regulatory and legal compliance.

Employment and Compensation Administration

- Maintain up-to-date job descriptions and organizational charts for all positions within assigned client groups.
- Coordinate the preparation of all step placements, reorganizations, classification/reclassification packages as required.
- Support regular and seasonal recruiting efforts by identifying recruitment strategies, training hiring committees and assisting departments interviews for new hires and promotions.
- Conduct regular new employee orientation and present at departmental seasonal hire orientations.
- Conduct exit interviews, participate in separation process and track demographic information to inform diversity and equity initiatives.
- Perform other duties as assigned.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Bachelor's Degree Human Resources, Organizational Behavior, Business Administration, or related field and a minimum of five years progressive human resources experience or an equivalent combination of education, certification and experience required.
- Proficiency in Microsoft operating programs, specifically Word and Excel required, Visio a plus.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development and ability to view all aspects of work through a culturally competent lens.
- HR experience in a municipal or public environment preferred.
- Demonstrated commitment to continuous professional development to remain current with HR theory, terminology, laws, regulations and best practices required. Professional in Human Resources (PHR) certification preferred.
- Ability to effectively and professionally represent the Human Resources Department and the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to diffuse and manage complex organizational and employee issues using solid judgment, demonstrating the utmost level of the confidentiality, integrity and trustworthiness while honoring both employee and employer rights and privacy is required.
- Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines is required.
- Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions.
- Ability to interpret legal, policy and contract language and communicate meanings in a clear and effective manner required.
- Ability to perform presentations/training to large audiences required.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.