

<b>Job Class Code: 0325</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to perform advanced professional Human Resources functions and act as a strategic business partner to assigned departments within a team. The job class is responsible for recruitment and selection, job classification and compensation, employee relations, benefits, Equal Employment Opportunity (EEO) issues and/or management analysis. This work is performed under the administrative direction of the Human Resources Manager and may assume duties and responsibilities of the HR Manager during his/her absence. This job class may supervise subordinate personnel and technical/support staff. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Works with management to develop, implement and analyze various human resources policies.
- Conducts investigative hearings relating to EEO complaints and prepare a report with the recommendations.
- Conducts research, analysis, and studies to address issues and problems related to human resources.
- Recruits applicants, screens applications, interviews and evaluates applicants for City positions; ensures completed interview packages comply with City policy; provides policy interpretation and guidance to hiring supervisors on recruitment methods; participates in various career fairs.
- Reviews compensation by performing compensation reviews, conducting salary surveys, gathering, analyzing and interpreting salary data, preparing reports and presenting recommendations based on the City's compensation philosophy.
- Performs classification reviews including developing or revising job descriptions, conducting departmental and/or individual job audits, and classifying positions
- Interacts with supervisors, applicants, and the general public on human resource issues relating to City policies, applicant selection, employee relations, training and pay increase procedures.
- Conducts training on City benefits and coordinates annual City wellness day; coordinates annual open enrollments on City benefits.
- Counsels employees on retirement benefits and processes retirement forms.
- Coordinates the processing of employee grievances and disciplinary actions and provides policy interpretations, consulting and coaching department management on issues; writes determinations of grievability; prepares reports and makes recommendations.
- Assists in designing and updating human resources policies and programs.
- Solves major Human Resources problems such as dispute resolution, harassment or legal issues.
- May supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios, discounts, and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes.
<b>Language Requirements</b>	Reads technical journals and professional literature, financial reports, or legal documents; speaks before professional groups, participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers, other City personnel, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in human resources, management, public administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of five years of related, professional, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*