

## Position Description

**Title:** Human Resources Administrator  
**Department:** City Administration  
**Location:** City Hall  
**FLSA Status:** Exempt – Administrative Exemption  
**Wage Range:** Salary \$45,000 - \$52,000

### GENERAL PURPOSE:

This position performs a variety of confidential administrative assistant duties, including routine clerical, administrative, and technical work; human resource and risk management coordination; assists with computer network management; and special projects for the City of Columbus. The work performed includes the exercise of discretion and independent judgment. This position works in close partnership with the City Administrator, other City Hall staff, and Department Heads.

**Supervision Received:** Works under direct supervision of the City Administrator. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator, who may consult with the Mayor and Common Council as necessary to provide the employee with direction.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Human Resources

- Maintain all employee files including personnel, medical, worker's compensation, I-9, etc.
- Assist in the development and implementation of employment practices policies. Train and advise management on policies and policy interpretation. Ensures compliance with applicable federal and state employment rules and regulations.
- Consult with and advise department managers on employee relations and the discipline process as needed.
- Assist the City Administrator in the preparation of confidential HR correspondence such as legal labor communications; in the investigation of complaints on discrimination and harassment; and in the administration of labor contracts, grievances, mediation and arbitration.
- Assist the City Administrator in the maintenance of the Employee Classification and Compensation Plan including salary survey information.
- Serve as a member of the union negotiation team and assist in the preparation and analysis of data for collective bargaining.
- Advise on unemployment decisions. Participate in unemployment hearings.

#### **Recruitment and Selection:**

- Draft new job descriptions with Department Heads as new positions are added, and update existing job descriptions on a regular basis to ensure they are up-to-date, reflect job requirements and duties accurately, and all legal requirements are met.

- Prepare departmental job position posting, prepare advertisements, process applications, if required, track EEOC recruitment information, and track compensation schedules in accordance with City's policies, contracts, and agreements.
- Conduct orientation meetings for all new employees.

**Benefit Administration:**

- Process paperwork for all employees relating to wages and benefits.
- Coordinate leave of absence and return to work matters with appropriate management and employees. Assist on determination of ADA and FMLA.
- Monitor changes to employee benefits, wages, and costs for payroll department.
- Conduct employee meetings at the time of separation to review calculated benefit accruals, COBRA, etc. and review all final paperwork.

**Payroll:**

- Coordinates with City Clerk maintaining accurate payroll files and work data for all employees including total hours, changes in name or address, salary changes, exemptions, insurance, and other benefit changes.
- Assist in the preparation of the annual salaries and benefits budget.

**ADMINISTRATIVE ASSISTANT**

- Composes, types, and edits correspondence, memorandums, and other material pertinent to local government administration, requiring judgement as to content, accuracy, and completeness. These can be confidential and sensitive in nature.
- Serve as point of contact for the Mayor, Council, City government and general public; may include greeting visitors, answering phones, scheduling meetings, and maintaining department calendars.
- Assists City Administrator on contract administration, audit reviews, monthly budget analysis, and gathers budget information for inclusion in the annual budget.
- Coordinates the compilation of the annual budget document with the City Administrator and Treasurer.
- Reviews existing processes and procedures for efficiencies and reports findings to City Administrator.
- Provides general office support including but not limited to copying, filing, assisting at the front counter, and answering phones as needed.
- Monitor and maintains city security system with the provider.
- Other duties as assigned.

**RISK MANAGEMENT**

- Administer the worker's compensation program from initial injury to return to work, property and liability claims. Ensure compliance with required posting and notifications.
- Coordinate the employee safety program, including update of policies based on best practices and implementation of training programs to be coordinated with Department Heads.
- Coordinate employee committee meetings, objectives, and events.

**COMPUTER NETWORK MANAGEMENT**

- Serves as first point of contact with Network Management Company.
- Monitors the maintenance of the program and email accounts with the City Administrator.
- Tracks issues with computers and network.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from a high school or GED equivalent with specialized work in general office practices such as typing, filing, accounting, or bookkeeping, and
- Minimum of two (2) years of Human Resources experience and/or Administrative Assistant experience, including working in an HR/Payroll system
- Preferred: Associates or Bachelor's degree in Human Resources, Business, Public Administration, or related course work. SHRM or other certification is desirable.
- Preferred: Experience working for a government organization.
- A combination of education, administrative, and human resource experience will be considered.

#### **REQUIRED JOB KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate orally in a concise and precise manner.
- Ability to provide information or to explain procedures, ordinances, laws, and complaints in a courteous, tactful, and calm manner.
- Maintain strict confidentiality concerning personnel actions, legal actions, terminations, and City organizational plans.
- Maintain, and actively promote, effective working relationships with employees and management.
- Provide advice appropriate to the position to City employees and management.
- Attend seminars, workshops, meetings and training sessions related to duties and responsibilities for professional development.
- Knowledge of human resources laws, regulations, practices and procedures.
- Knowledge of principles, methods, and practices related to payroll activities.
- Able to exercise initiative and independent judgment.
- Maintain a valid driver's license with the ability to lawfully operate all assigned City vehicles.
- Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Ability to interpret information in mathematical, written and diagram form, such as statistical reports.
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.
- Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities.
- Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Attend various City committee and Council meetings when requested.
- Strong working knowledge of Microsoft Office programs, working knowledge of modern office practices, procedures, and programs.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the City Human Resources Administrator does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have read the job description for my employment position with the City of Columbus and I certify that I can perform these functions.

\_\_\_\_\_  
Employee Name – *Please Print*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date