

## City of Alamo, Texas

<b>Job Title:</b>	<b>Human Resource Director</b>	<b>Approved by: City Commission</b>
Department:	Human Resource	Date: <u>September 1, 2024</u>
Dept. No.	2500	Salaried: 65,000-70,000
Supervisor:	City Manager	Hourly:
Full Time:	<b>XXX</b>	Exempt: <b>XXX</b>
Part Time:		Non-Exempt:

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### Primary Purpose:

To assure the efficient operation and compliance of Employee Benefits and Employee recruitment functions of the City of Alamo, Texas. To ensure the timely reporting to other governmental agencies, city administration and employees regarding all personnel salary, deductions, benefits, insurance claims and risk management data. Administration of personnel policies and procedures and other duties as may be assigned by the City Manager.

The new Director will have an excellent opportunity to collaborate with all City departments to identify short, mid, and long-range goals for employee relations, training, recruitment, retention, and staffing needs.

### Qualifications:

#### Education and Experience\Certification

- Bachelor's degree in human resource management, public administration, or a closely related field. Master's degree from an accredited university/college or equivalent is preferred. Certification as a Professional in Human Resources (PHR) or Society of Human Resources Management Certified Professional (SHRM-CP) preferred.
- Texas Driver's License
- Minimum of three-year experience in Human Resource operations/administration
- Experience in the preparation of reports required by state and federal agencies

### Special Knowledge/Skills:

1. Knowledge of the human resources field; knowledge of current principles, practices, and trends in leadership, organizational development, and management as they apply to human resources administration.
2. Experience and understanding of regulations, trends, current practices, new developments, and applicable laws regarding human resources and risk management.
3. Knowledge of and experience in development of payroll procedures and policies and skill in using payroll systems.
4. Ability to analyze complex problems, provide alternatives and implement solutions in support of established goals.
5. Capable of exhibiting high standards of business and personal ethical conduct, leadership, teamwork, positive attitude and initiative.
6. Effective listener and communicator, both verbally and in writing.

7. Skill in strategic and critical thinking and problem solving.
8. Proficiency in using personal computers and associated software programs

### **Major Responsibilities and Duties:**

- Responsible for the day-to-day operations of the City's group benefit programs, including a self-funded medical/Rx plan, dental, vision, flexible spending, disability, life insurance, retirement plans, and the employee assistance program.
- Negotiates and manages benefit contracts, tracks and prepares Council agenda items, administers third-party benefits, leads compliance audits, reviews and updates health benefits policies, and maintains financial records of all City benefit plans and the annual benefits budget.
- Responsible for coordinating daily benefit processing, including but not limited to: enrollments, terminations, qualifying events, beneficiaries, disability, accident and death claims, rollovers, hardships, retirement exits, and TMRS retirements. Oversees the maintenance of employee benefit files and maintains/updates employee payroll records.
- Responsible for administering, tracking and managing leaves of absence including FMLA leave, guides employees through the FMLA process and assists with inquiries to include Worker's Compensation leave.
- Manages and tracks leave and transition functions such as FMLA, STD LTD, return to work, light duty and ADA requests.
- Manages the Return to Work process, guiding the employee and departments on light duty assignments, recertification, and the associated policies and procedures.
- Manages the ADA process for employees that need an accommodation such as extended leave, light duty, reassignment, etc. in coordination with the HR Director – Risk for on-the-job injuries.
- Implements and maintains group benefit databases and prepares regular benefit reports, manages the processing of monthly billings and the payment of administrative fees for all group plans and processes monthly billing for retirees.
- Documents and maintains all administrative procedures for benefit processes and policies, evaluates and revises internal processes to reduce costs and increase efficiency, and manages the development, implementation and oversight of internal benefit policies.
- Manages the annual budget preparation for all benefit programs in coordination with the Director of Human Resources.
- Other duties as assigned by the City Managers Office

## **Working Conditions:**

**Environmental Conditions:** The employee works in office conditions (office environment; exposure to computer screens) and the noise level is usually quiet. Occasional driving is required to attend meetings at various City facilities, meeting sites, and public and private events. The employee has frequent public contact on the phone and in person.

**Physical Conditions:** The employee must be able to meet the physical requirements of the job and have mobility, vision, hearing and dexterity levels appropriate to perform the required duties. The employee is regularly required to sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. The employee is regularly required to sit for prolonged periods of time. The employee occasionally lifts and carries items weighing up to 35 pounds.

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**The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.**

### **ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

**Employee (print name):** \_\_\_\_\_ **Sign:** \_\_\_\_\_

\_\_\_\_\_  
**Date**