PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing work in recruiting, compensation, classification, HRIS, onboarding, payroll, employee and labor relations, training, and grievance/complaint investigations and responses; and performs other related assigned duties.

ESSENTIAL TASKS:
- Recruits, interviews and makes recommendations related to certification of internal and external applicants for employment and promotion in accordance with the City Charter and City policies as assigned
- Performs work in the area of compensation and classification including compensation activities regarding all aspects of compensation including pay, leave, and benefits; and classification activities including all aspects of classification including job descriptions, classification reviews, progression programs and maintenance of related systems as assigned
- Performs Labor and Employee relations activities to include collective bargaining, grievance and complaint investigation, and arbitrations administration as assigned
- Assists in drafting or revising policies and procedures; maintains program documents; prepares activity reports, agendas, meeting information packets, and correspondence; develops or coordinates communication tools, methods and systems as assigned
- Administers and reviews compliance with Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), E-Verify and other Human Resources mandated programs as assigned
- Develops, coordinates, schedules, delivers, and administers training events and instructional programs including new hire orientation, Train the Trainer instruction and e-learning as assigned
- Collects, analyzes and reviews data and information; tracks trends and developments in assigned functional areas; conducts studies, performs complex technical research and prepares reports and other documents utilized for decision making and program development; presents information orally and/or in writing to various groups; acts as project administrator as assigned
- Processes payroll/personnel database changes and reviews the accuracy of others work in the processing of system information and changes as assigned
- Coordinates and assists HRIS Administrators to troubleshoot payroll/personnel system problems as assigned
- Serves as department head designee for the approval of routine payroll/personnel functions as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

(a) Graduation from an accredited college or university with a bachelor's degree in Human Resources, public/business administration, social/behavioral science or a related field; and,
(b) Three (3) years of responsible experience in the area of human resources; including,
(c) At least one (1) year of experience working in one of the areas specifically mentioned in the purpose statement of this job description

Knowledge, Abilities and Skills:
Knowledge:
- Considerable knowledge of the methods, practices and techniques used in position classification
• Considerable knowledge of employment laws, employee and labor relations principles, investigatory techniques and strategies
• Good knowledge of the types of jobs in a public organization
• Good knowledge of personnel administration and modern Human Resources best practices
• Knowledge of recruitment strategies, policies and procedures

Ability to:
• Work in a high-volume recruitment environment
• Conduct interviews in the job analysis process
• Deliver training; ability to facilitate groups
• Plan, organize and write effective reports
• Understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding
• Communicate well both verbally and in writing

Skills:
• Excellent verbal and written communication skills
• Strong analytical and problem-solving skills

Physical Requirements:
Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
Possession of a valid class “D” Oklahoma Driver license in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some travel to field locations and worksites.

EEO Code: N-05
Group: Clerical and Administrative
Series: Personnel Management