

## HUMAN RESOURCES MANAGER

### NATURE OF WORK

This is professional work that focuses on a specific Human Resources area of expertise of the City-County Human Resources Department.

Work collaboratively with leadership, management and employees across the City of Lincoln and Lancaster County to be a force multiplier in the Human Resources Department. Work includes running a program such as Benefits, Classification and Compensation, Talent Acquisition or Leave Administration. This position serves as a key resource for advising employees and leaders in an assigned area of expertise. Work is performed with considerable independence and is reviewed by their supervisor through conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Oversees and plans the operations of group benefits programs; research new benefits programs, improves existing programs and monitors benefits administration.

Analyzes current benefits, evaluates the use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs; evaluates service providers.

Directs data collection and analysis processes for market, pay equity and other compensation studies; develops pay plans for City and County including represented and unrepresented employee groups.

Develops classification descriptions; reviews and revises existing descriptions for accuracy, completeness and quality; evaluates draft documents and makes classification recommendations.

Provides modeling for excellence in candidate and employee experience for customers; implements the talent acquisition process by developing improvement strategies and initiatives.

Builds strong formal and informal talent acquisition networks; leads the staffing process, including recruiting, interviewing, hiring and onboarding; attracts and selects diverse and high caliber talent; prepares metrics, analytical and statistical reports to measure performance, and to improve quality of hire and business outcomes.

Oversees and administers leave requests and accommodations requiring specialized attention, including those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), state and local leave laws and short-term or long-term disability plans.

Provides appropriate and required leave information to employees, verbally and in writing; advise employees on the interaction of leave laws with paid time off; determines leave eligibility, designating leave as FMLA-qualifying, requests medical certification as needed.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of human resource management.

Considerable knowledge of the principles and practices used in benefits, compensation, leave administration and talent acquisition.

Considerable knowledge of governing federal, state and local law.

Considerable knowledge of the functions of government in a municipality.

Ability to recommend alternatives relating to compensation, benefit, and pension programs.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to maneuver through complex policy, process, and people-related organizational dynamics.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

Ability to hold self and other's accountable to meet commitments.

#### DESIRABLE QUALIFICATIONS

Possession of Human Resources certifications including, but not limited to Society of Human Resource Management Certification and/or Professional in Human Resources.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Human Resources, Business or Public Administration, Finance or related field and four years of experience involving progressively responsible human resources administration; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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