



Title: Human Resources Manager

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to provide Personnel and Human Resources support to all City employees and retirees. This is accomplished by completing the time and attendance process every other week; handling the hiring process, interviewing candidates for employment; reconciling City invoices regarding personnel; providing answers to personnel questions and filling out forms regarding personnel information for current and former employees; and receiving, calculating and inputting payroll benefit deductions and orders for garnishments into the system. Regular and reliable attendance is a requirement of the job.

REPORTS TO:

This position reports to the City Manager.

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Processes payroll by checking time cards for accuracy; comparing leave requests to time cards; inputting each employee's hours into the computer systems; balancing time card hours to payroll report; finding and resolving discrepancies; checking reports for accuracy regarding deductions; printing all payroll reports and processing reports and reconciliations for retirement, insurance; inputting; separating payroll checks by department for distribution; running reports for payroll; reconciling vendor invoices.	20%
2	S	Handles the hiring process by advertising vacant positions; advertisements to the newspaper; receiving applications; verifying that applications are fully completed; filing applications; giving applications to supervisors; receiving applications and Personnel Change Forms (PCF) from supervisors; verifying PCFs are	20%



		complete and adding pay grade and hourly rate; verifying driver's license is valid through the Police Department; forwarding PCF and application to the City Manager for signed approvals; typing offer letters to candidates and mailing pre-employment documents; receiving and ensuring completeness of documents returned by candidate; completing employment eligibility forms; sending candidate to hospital for drug test; obtaining results from hospital; logging into DPS site to run criminal history check; hiring or withdrawing offer depending on results of drug test and criminal history check; making appointment with new employee to complete new hire paperwork; inputting data into computer; filling out forms and faxing or mailing to insurance company, agencies and vendors; and setting up various new hire appointments.	
2	S	Processes Garnishment notices and performs additional Personnel duties by receiving and reading court orders from various agencies (child support, IRS tax payment, government agency repayment); calculating amount according to employee's net pay; entering information into computer; creating and entering deduction code; creating deduction in employee computer file; adding second deduction for city fee; advising employees and City Management on City Personnel Manual policies and procedures; aiding in grievances and complaints; and maintaining employee files.	20%
3	S	Completes personnel forms by completing health, dental, and life insurance forms for current or terminated employees; faxing information for new employees when completed; faxing information for terminated employees by the last working day of the month; completing employment verifications by phone or completing employment verification forms; processing employee retirement paperwork by explaining options, answering questions, calling TMRS for additional assistance, helping the employee fill out the paperwork, making copies for the employee and office file; and obtaining all necessary forms from the employee and/or family member listed as beneficiary.	15%
4	S	Processes invoices and posts employee notices by reconciling health insurance, dental insurance, life insurance, COBRA, supplemental insurance, printing corresponding reports from the computer system; comparing reports to invoices; making necessary adjustments; voicing concerns with vendors by mail, phone or email; mailing payments or coding invoices for payment by accounts payable; and positing required OSHA, Employee Rights, Workers' Compensation and other notices.	15%



5	S	Gathering information from city human resources financial reports and city staff; entering information and formulas into Excel spreadsheet and checking for accuracy; completing and providing personnel data figures on Excel spreadsheet for city personnel budget; receiving claims against or for the city; entering claim information on TML form; obtaining further information from city staff and/or claimant; faxing claim to TML; answering questions from TML; letting supervisors know about claim and outcome; printing insurance reports as needed; assisting with Audits; providing backup for other functions and duties.	10%
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school; or equivalent work experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures for a work unit of less that department size programs, activities, projects or small organizational units or responsibility for fiscal management of capital projects(s).
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.



	Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas driver's license

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	R	communicating with co-workers
Sitting	C	desk work, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies
Carrying	O	files, supplies
Pushing/Pulling	F	file drawers, equipment
Reaching	F	for supplies, for files
Handling	C	paperwork
Fine Dexterity	C	computer keyboard, calculator, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	under equipment



Bending	O	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	from computer to telephone
Climbing	O	step stool
Balancing	O	on step stool
Vision	C	reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, check signer, step stool, rolling chair, filing cabinet

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R

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Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals 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.