



City of Orangeburg, South Carolina

Classification Specification

HUMAN RESOURCES OFFICER

Grade 13: \$60,000

Purpose of Classification:

The purpose of this classification is to assist in managing the overall provision of people-related services, policies, and programs for the city. This position reports to the Assistant City Administrator and will assist and advise city departments on people-related issues as directed.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Human Resources Officer originates and will lead human resources practices and objectives that will provide an employee-oriented high-performance culture that emphasizes quality, productivity, standards, and goal attainment. Recruitment and ongoing development of a superior workforce is crucial. The Human Resources Officer will assist with the development of processes and metrics that support the achievement of the organization's goals.

Recruitment and staffing; Manages personnel transactions, such as hires, promotions, transfers, performance reviews and terminations recruits and participates in selecting personnel; prepares and publishes advertisements for available jobs; prepares, analyzes, and revises job descriptions; conducts screenings, interviews, background, and reference checks; schedules physicals and drug screenings; makes hiring and firing decisions and recommendations; and maintains related documentation.

Assists with organizational departmental planning, performance management and improvement systems. Assists with employee on-boarding, needs assessment and training; oversees employee safety, welfare, wellness, and health to include organizing the annual city wellness & benefits fair and employee recognition program.

Assists with addressing compliance with employee regulatory concerns, policy documentation.

Assists with overseeing employee relations to include employee committee, employee services, limited counseling, and other city-wide committee facilitation.

Works in conjunction with the Assistant City Administrator to administer compensation, benefits, and charitable giving. Monitors benefits programs, coordinates with vendors, assists with managing enrollment processes; notifies employees of benefit program changes; Organizes and delivers employee training for skill development, productivity, and performance.

Assists with administering worker's compensation programs to include reporting, assisting injured employees and care providers through service and payment process; files and submits claims and tracks claim activities.

Operates a business-issued computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Maintains a comprehensive, current knowledge of applicable laws/regulations maintains an awareness of new products, methods, trends.

Communicates with City officials, supervisor, other employees, clients, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in human resources or related field required; supplemented by five years of municipal government human resources experience in benefits, recruitment, and employee relations, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position. Must demonstrate proficiency in using computer programs (Outlook, Word, Excel, PowerPoint) and ability to quickly learn, adapt and manipulate additional software programs and databases as necessary.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information, such as personnel action forms, insurance forms, tax forms, and expense reports.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute ratios.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Orangeburg is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.