



Town of Johnstown

JOHNSTOWN, COLORADO

JOB DESCRIPTION

JOB TITLE: Human Resources Director

DEPARTMENT: Human Resources

FLSA STATUS: Exempt

HIRING RANGE: \$93,000 - \$107,000

JOB SUMMARY:

This position is responsible for leadership, strategic direction and oversight of all functions of the Human Resources Department, including the Risk Management Division. Responsible for originating Human Resources practices and objectives that will provide balanced programs throughout all divisions/departments, aligning them with the mission, vision, values, goals and objectives of the Organization. This position serves as a member of the Executive Management Team carrying out Council goals and directives, developing internal policy and guiding interdepartmental initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Johnstown retains the right to modify or change the duties or essential functions of the job at any time.

- Organizes and directs the activities of the Human Resources Department in a manner that optimizes the use of financial, physical and human resources in accomplishing assigned functions and achieving organizational objectives.
- Recommends policies for adoption by the Town Council. Oversees development and implementation of policies and procedures and applies them consistently throughout the organization. Implements compliance with numerous laws, such as, but not limited to, the FLSA, ADA, Civil Rights Act, etc.
- Ensures the development, implementation and administration of compensation and benefits programs and policies according to legal plan documents, organizational philosophies and recognized human resource standards.

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- Ensures the design, delivery and evaluation of comprehensive training and development programs and skill development workshops in response to business needs.
- Provides direction, oversight and support to the Risk Management Division and its collective policies, procedures and programs.
- Establishes and administers employee relations programs and support systems designed to increase equity, improve quality of work life and limit potential sources of employee conflicts and grievances; develops and implements dispute resolution systems, exit interviews, wellness programs, and reward and recognition programs.
- Directs human resource functions. Determines staffing, hiring criteria, testing, training, performance standards, and disciplinary actions/recognition of all personnel.
- Provides leadership and direction in the development of short and long range goals, plans and organizational initiatives.
- Provides excellent customer service; communicates courteously and responsibly; provides effective and efficient service both internally and externally.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Provides professional advice on human resource management issues to the departments. Works with all employees on numerous aspects of employment.
- Presents departmental issues and recommendations on major issues requiring policy direction to the Town Council.
- Prepares and administers the departmental budget. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Ensures that all records are maintained, distributed and retained as required based on all applicable laws and established human resource standards.
- Directs the development, administration and evaluation of wage and benefit surveys to determine a competitive compensation plan and benefit structure; monitors and reports consumer price index impact in cost-of-living adjustments.
- Represents organization at personnel related hearings and investigations.
- Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, retirement plans, paid time off, bonus pay, and special employer sponsored activities.
- Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

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- Acts as Retirement Plan Administrator, consulting with the Executive Team, Town Manager and Deputy Town Manager as the need for changes arise.
- Writes directives advising department managers of local, state, and federal policy regarding equal employment opportunities, compensation, and employee benefits.
- Develops and maintains a human resources system that meets top management information needs.
- Acts as Privacy Officer, overseeing all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, protected health information in compliance with federal and state laws and the Town's information privacy practices.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.
- Oversees biweekly payroll processing for all employees and the associated benefits within payroll.

EXPERIENCE AND TRAINING:

Minimum Education: Bachelor's degree in Human Resources, Public Administration, Business Management or a closely related field. Three to Five (3-5) years of HR Generalist experience, including experience in a management/supervisory role in an HR Department. Master's degree strongly preferred. SPHR or SHRM-SCP certification highly desired.

Job Requirements: Valid Colorado Driver's License.

Language Skills: Ability to read, write and speak English fluently. Ability to respond to common inquiries or complaints from customers, regulatory agencies or authorities, or members of the local business community. Ability to create and present oral presentations to a variety of audiences including Town staff, the community and Town Council.

REPORTING RELATIONSHIPS:

This Position Reports to: Town Manager

This Position has Supervisory and/or Management Responsibility for: All streets, parks, cemetery, water, wastewater, storm water and grounds maintenance employees through the Superintendents of Streets & Parks, Water/Wastewater and Fleet Services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern policies and practices of public personnel administration; through knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices.

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- Must be a well-organized, decisive, self-directed, intelligent and articulate team player who can relate to all levels of the organization. Must be able to effectively present information to top management, public groups and Council members.
- Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment.
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, Town officials and the general public; ability to efficiently and effectively administer a human resource system and effectively supervise and motivate division staff.
- Office procedures, methods, and equipment including computers and applicable software applications. Computer systems, interfaces, and data warehousing
- Knowledge of roadway and street construction, drainage, concrete and parks.
- Adhere to State and Federal laws and regulations governing Human Resources and dynamic employment issues.
- Ability to interpret a variety of instructions furnished by management in written, oral, diagram, or schedule form.

EQUIPMENT USED:

Standard office equipment—includes computers and peripherals, copy machine, fax, telephone, two-way radio, pager, calculator, and other related equipment. Also, may use/operate a variety of construction/maintenance/engineering instruments, tools, or equipment associated with this particular area of responsibility.

ENVIRONMENTAL CONDITIONS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in a climate controlled office environment. The noise level in this environment is usually quiet to moderate.
- The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive.
- The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel, or operate objects, and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms.
- Employee must communicate clearly and effectively; must understand and be understood.
- On rare occasions, the employee may be required to climb and balance. The employee must occasionally carry, pull, push, or lift up to 20 pounds.

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- Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.
- It is essential that the employee be physically able to operate a variety of computer and office equipment successfully in order to fulfill the essential functions of this position. Ability to conduct activities involving walking 20% of the time, standing 20% of the time, and sitting 60% of the time.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Multilingual ability is desirable. The ability to speak Spanish is particularly desirable.

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