

City of Elkhart Mayor-Elect Rod Roberson and his Transition Team have formally launched the hiring search process for key leadership positions within both the Mayor's Office and select city departments. This posting is to gather interest from the public in those roles.

Job Summary:

The Human Resources department head directs and guides the overall functions of human resources services, policies and programs for the City of Elkhart. The major areas directed are recruiting and staffing, employee onboarding and training, policy development, employee relations, compensation and benefits administration, safety management and compliance with applicable federal, state, and local regulations.

Principal Duties and Responsibilities

- Manage the overall work activities performed by Human Resources staff members.
- Assist department heads in the preparation of job descriptions and assist with ensuring jobs are correctly classified per the Fair Labor Standards Act (FLSA).
- Oversee all recruiting efforts for the City of Elkhart.
- Ensures all employment candidates are vetted in accordance with established protocols.
- Coordinates/conducts mandated safety training and testing.
- Coordinates/conducts training related to employment law, human resources protocols and leadership training for appropriate City of Elkhart employees.
- Is a key member and advisor in negotiations with labor unions which represent various segments of the City's employees.
- Ensures that the COE provides fair equitable and competitive wages and benefits programs for its employees.
- Works in concert with COE benefit broker in the design, planning, and rollout of all benefit plans.
- Is responsible for the administration of COE benefit programs.
- Investigates and attempts to resolve all labor contract disagreements and EEOC charges.
- Establishes and provides guidance to department heads on the annual employee performance appraisal process.
- Develops and maintains a current up-to-date handbook.
- Functions as the primary record keeper of all job related trainings.

Other Duties and Responsibilities

- Prepare necessary reports for federal, state and local government
- Participate in administrative staff meetings and attend other applicable meetings, in and/or out of town, council meetings, Board of Works and Board of Safety sessions as required.
- Manage succession planning.
- Participate in various committees i.e. Personnel Committee.
- Commitment to further building and developing a culture of accountability, integrity.

Education and Experience

A bachelor's degree and 3-5 years Human Resources experience, OR 6 or more years' experience working as an HR generalist and 3 or more years of supervisory experience, OR any appropriate combination of education and experience.

Knowledge, Skills and Abilities

- Knowledge of professionally accepted personnel policies and practices.
- Knowledge of City structure, programs and positions.
- Knowledge of federal, state and local regulations as they relate to the HR functions.
- Ability to effectively communicate with all levels both verbally and in written form.
- Ability to plan, organize and supervise.
- Analytical; the individual analyzes complex or diverse information.
- Problem solving; the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication; the individual speaks clearly and persuasively in positive or negative situation, demonstrates group presentation skills and conducts meetings.
- Delegation; the individual delegates work assignments, gives authority to work independently, sets expectations and evaluates performance of subordinates.
- Leadership; leads by example and motivates others to perform at an acceptable level and accepts feedback from others.
- Management skills; the individual includes staff in planning, decision- making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management; the individual looks for ways to improve the quality and functioning of the department.
- Judgment; the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing; the individual prioritizes and plans work activities, while using time efficiently and developing realistic action plans.
- Safety and security; the individual actively promotes and personally observes safety and security procedures.