

HR MANAGER

Reports to: City Manager

Job Type: Full Time

Summary

This position manages all human resource functions for the City including recruiting and selection, training, compensation, benefits, employee relations, compliance, and performance management. This position also assists the City Manager in overseeing the City's comprehensive insurance and risk management program, assessing and identifying risks that could impede the reputation, safety, or security of the City.

Essential Duties and Responsibilities

- Serves as a link between management and employees by handling questions, interpreting and administering policies, and helping resolve work-related problems
- Plans, leads, develops, coordinates, and implements policies, processes, training, and initiatives to support the City's human resource compliance and strategy needs
- Administers human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management
- Monitors and ensures the City's compliance with federal, state, and local employment laws and regulations, and recommended best practices
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy and practice
- Maintains centralized records for all personnel-related data
- Analyzes and modifies compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements
- Assist in managing City insurance policies, documentation, and reporting
- Performs other duties as assigned

Qualifications

- Bachelor's degree in Human Resources Management, Industrial-Organizational Psychology, or related field and a minimum of 3 years relevant experience required
- SHRM-CP or PHR certification preferred
- Knowledge of relevant federal and state laws and employer best practices as it relates to all human resource and risk management matters
- Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset
- Adept to problem-solving and conflict resolution
- Ability to effectively utilize standard office equipment and programming
- Valid driver's license
- Ability to pass a background check

HR Manager

The City of Soddy-Daisy is seeking professional candidates for the position of HR Manager. Please see requirements and qualifications at www.soddy-daisy.org or pick up a copy at City Hall.

Please apply by resumé to the City of Soddy-Daisy, Attn: City Manager, 9835 Dayton Pike, Soddy-Daisy, Tennessee 37379. Resumés/Applications will be accepted until the position is filled.

EQUAL OPPORTUNITY EMPLOYER