JOB SUMMARY: The position reports directly to the Mayor and performs professional work in a variety of human resource-related tasks within the framework of established policies, procedures and instructions and is responsible for recommendation, preparation, and ongoing administration of the City’s human resources functional areas of recruitment, selection and retention; management practices; employment law compliance, compensation and benefits administration; training and development; performance management and evaluation functions; health, safety and security; and employee relations. Uses a high degree of initiative and sound, independent judgment in making daily decisions. Maintains frequent contact with the Mayor, the public, employees, and departmental officials. Annual salary range for this position is $55,329 - $82,993 DOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Management Practices:

• Counsels and advises management regarding employment issues, disciplinary actions, terminations and the evaluation process to ensure overall consistency;
• Manages periodic job description review process, makes change recommendations collaborating with City Departments and Mayor’s Office; recommends ad hoc changes as needed to support changing needs of city employee job functions;
• Performs periodic Personnel Manual review process, makes policy change recommendations collaborating with City Departments and Mayor’s Office;
• Stays current on Federal, State and regional employment laws, recent case law and reporting requirements related to personnel functions. Advises Mayor of the need for implementation or revision of City personnel policies;
• Creates and/or revises forms in conjunction with personnel policies and procedures to ensure adequate documentation is completed and filed;
• Oversees the City’s unemployment program including completion of appropriate documentation when claims are filed, attending unemployment hearings and filing appeals when necessary;
• Coordinates, audits, and designs insurance benefit activities in conjunction with designee and assistant staff;
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Compensation & Benefits: Coordinates compensation management studies to develop competitive pay plan(s) and manages on-going integration and maintenance with compensation plan; Manages processes related to FMLA and other types of unpaid leave, and assures compliance; Designs, manages, and implements outreach, through assistant staff or designee, to achieve workforce diversity aligned with state and federal compliance requirements.

Recruitment, Selection & Retention: Designs, manages, and implements outreach, through assistant staff or designee, to achieve exposure to best possible recruiting channels to secure high level of talent within the organization;
• Plans and directs the orientation for new employees to include completion of necessary new hire paperwork, explanation of personnel policies and procedures and various benefits available to them;
• Directs the preparation of vacancy announcements and assures they are published in the most appropriate advertising mediums to reach potential candidates; consults with departments regarding talent selection processes; checks references; completes background check; ensures candidates complete post-offer requirements;
• Monitors proper input of new hires, pay changes and terminations into the Payroll/HRIS system;
• Prepares reports for submission to various governmental agencies.

**Training and Development:**

• Designs, manages, and implements outreach, through assistant staff or designee, of necessary organizational development and training programs to improve and maintain organizational performance and remain compliant with various applicable federal and state law requirements;
• Provides work-related training for employees through multiple channels (webinar, seminar, classroom, subject matter experts, etc.) and delivery systems, both on- and off-site including adult education resources;
• Conducts management training including but not limited to, such topics as Performance Management, Coaching/Counseling Employees, Sexual Harassment, etc.

**Health, Safety & Security:**

• Monitors workplace injuries and illnesses and prepares and processes materials pertaining to workers’ compensation claims, treatments, reporting and return-to-work activities;
• Assures compliance with Tennessee Drug Free Workplace Program;
• Participates in Safety Committee as needed; identifies safety training needs in conjunction with Safety Officer;

**Employee and Public Relations:**

• Uses diplomacy and tact, and maintains effective working relationships with the Mayor, City Council, department heads, employees, governmental agencies and the public; Coordinates with other departments on holiday, employee and special events.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Considerable knowledge of employment law, organizational development practices, and the human resource function;
• Ability to use independent judgment and make sound decisions;
• Ability to work under pressure and demonstrate discretion, integrity and fair-mindedness;
• Ability to handle confidential and sensitive material in a highly professional manner;
• Skill in communicating verbally and in writing on a one-on-one basis and before groups;
• Skill in use of various computer software packages.

**EDUCATION and/or EXPERIENCE:**

• Bachelor’s degree in human resource management or related field;
• 3+ years of experience in professional, exempt level, human resource work, preferably in municipal government, OR;
• Any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.
**LICENSES & CERTIFICATIONS:**

- PHR, SPHR, or IPMA-CP Certification(s) strongly preferred;
- Valid driver’s license required.

**How do I apply?** An application and job description may be obtained from the receptionist at Portland City Hall, Monday through Friday, 8:00 AM to 4:30 PM, or by clicking this link: [City of Portland Application](#).

Completed applications and resume, if available, must be returned to City Hall Receptionist or faxed to 615-325-6707.

Portland City Hall  
Attn: Human Resources  
100 South Russell Street  
Portland, Tennessee 37148

Pre-employment background screen, post-offer/pre-work drug screen and physical required.

*The City of Portland is an equal opportunity employer.*