

**2024  
CITY OF JACKSON  
JOB DESCRIPTION**

**JOB TITLE: DIRECTOR/TITLE VI COORDINATOR**  
**DEPARTMENT: HUMAN RESOURCES**  
**NON-EXEMPT: NO**  
**FULL TIME: YES**  
**GRADE: M - \$44.41/HR**

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**JOB SUMMARY:** The person employed in this capacity will perform his/her duties under the general supervision of the Mayor. The purpose of this position is to oversee the general operation of the Human Resources Department and to insure its efficiency in service to the needs of the employees, prospective employees, retirees and other citizens in the areas of recruitment, placement, counseling, training, testing, etc.

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**ESSENTIAL JOB FUNCTIONS:**

- Manage and supervise the Human Resources Department to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Provide leadership and direction in the development of short-and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Provide professional advice to the city officials; make presentations to councils, civic groups and to the general public.
- Communicate official plans, policies and procedures to staff and the general public.
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Maintain harmony among workers and resolve grievances; perform or assist subordinates in performing duties; adjust errors and handle complaints.
- Prepare a variety of studies, reports and related information for decision-making purposes.
- Recruit, interview, and assist in the selection of employees to fill vacant positions.
- Coordinate and work with interview boards for public safety applicants.
- Administer specific testing for public safety department applicants.
- Plan and conduct new employee orientation to foster positive attitude toward organization goals.
- Keep record of pension plan, and human resources transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Prepare and administer budget of human resources operations.
- Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons for voluntary separations.

- Prepare, report and recommend procedures to reduce absenteeism and turnover.
- Represent the City at employee related hearings and investigations.
- Contract with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.
- Keep records of hired employee characteristics for governmental reporting purposes.
- Direct preparation and distribution of written and verbal information to inform employees of benefits and programs such as pension plans, paid time off, bonus pay, and special employer-sponsored activities.
- Recommend benefit plan changes to management.
- Notify employees of changes in benefits programs.
- Direct performance of clerical functions such as updating records and processing personnel actions.
- Analyze wage and salary reports and data to determine competitive compensation plan.
- Consult legal counsel to ensure that policies comply with federal and state law.
- Review and assist with job descriptions to ensure compliance with applicable laws.
- Coordinate strict adherence to Equal Employment Opportunity principles in accordance with the Affirmative Action Plan.
- Write and disseminate rules and regulations concerning placement, transfer, training, performance rating, promotion, discipline, discharge and other related personnel actions.
- Coordinate personnel policy and procedures training sessions for supervisors and/or employees.
- Work with Department Heads and Supervisors in administering personnel policies, disciplinary action etc.
- Serve as the sexual harassment compliant investigator.
- Investigate and make recommendations for all types of reported harassment and, inconsistencies in the workplace.
- Oversee the drug/alcohol workplace compliance.
- Assist employees with Employee Assistance Programs.
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- Work closely with all departments to insure adequate and properly trained staffing levels.
- Oversee the Promotional Processes for the Fire Department for Driver; Captains and Battalion Chiefs.
- Calculate the scores for the Promotional Process for the position of Sergeant in the Police Department.
- Maintain relationship and work closely with industries, businesses, individuals and others in recruiting and employing workers.
- Respond to equal employment opportunity commission's charges; ensure that records and files are properly maintained.
- Act as liaison between employees and departments heads and/or Mayor whenever applicable.
- Monitor hiring practices to insure minority representation in the workforce at least equal to the population ratio.

- Assist employees with retirement applications.
  - Also serve as the Title VI Coordinator.
  - Perform all other duties as may be directed by the Mayor.
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#### **TOOLS/EQUIPMENT:**

- Computer, calculator, telephone, copy machine and fax machine.
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#### **REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:**

- Graduate from an accredited four-year college or university with a degree in human resources, public administration, business management or a closely related field.
  - Valid Driver's License
  - Certification of completion in Human Resource Management, Instruction, Training.
  - MBA, IPMA-CP or SHRM-CP designation, a plus
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#### **EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

- Must have at least three (3) years of experience in a Municipal or Government administration setting; or experience that closely correlates to Human Relations/Resources Department work.
  - Considerable knowledge of modern policies and practices of public personnel administration;
  - Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations;
  - Working knowledge of risk management and safety practices;
  - 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, city officials and the general public;
  - Ability to efficiently and effectively administer a human resource system.
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#### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
  - The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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**WORK ENVIRONMENT:**

- 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 individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

**PLEASE APPLY:**                      **City of Jackson**  
   **Human Resources Department**  
   **127 E. Main Street, Suite 303**  
   **Jackson, TN 38301**

**APPLICATIONS MAY BE COMPLETED AT: [careers.jacksontn.gov](http://careers.jacksontn.gov)**  
**EOE/M/F/V/D**