



City of Daphne
Sr. Human Resources Specialist

SALARY	\$49,441.60 - \$64,459.20 Annually	LOCATION	1705 Main St. Daphne, AL
JOB TYPE	FULL TIME	JOB NUMBER	DAP-00422
DEPARTMENT	ADMINISTRATION	DIVISION	HUMAN RESOURCES
OPENING DATE	09/05/2023	CLOSING DATE	9/19/2023 5:00 PM Central

Description

The City of Daphne Human Resources office consists of five (5) team members who are each responsible for several facets of human resources administration. While each member may be assigned an area of focus, the department strives to support each other in all areas to provide a valuable resource to City employees. We emphasize professional development and cross-training so that our team will be set up for success.

The purpose of this Sr. Human Resources Specialist classification is to provide professional human resources support to City departments by independently and competently addressing all but the most unique human resources issues.

The position will primarily be responsible for Employment Selection and Recruitment, and part of the Payroll Process. The City of Daphne recruits for all classified positions including Public Safety, Public Works, and City administration. At the City of Daphne, payroll processing may include, but is not limited to, overseeing timekeeping and assisting City-wide time-keepers; timecard review and processing to ensure hours worked and time off are reported correctly; coordinating payroll adjustments for pay or benefits; and applying garnishments. Payroll processing will also include time off accrual maintenance, Affordable Care Act reporting, State Unemployment (SUI) reporting, and assisting with disability claims paperwork. Experience with Tyler Technologies Enterprise ERP (HRIS) will be preferred.

Salary Range: \$49,441.60 - \$64,459.20 per year *Depending on Experience*

Essential Functions

- Serves as a consultant to City departments regarding employment, classification, compensations, employee relations, and other human resources issues; provides a wide variety of information to employees, management and the public concerning human resources programs, policies and procedures and interpretation of laws and regulations; receives and responds to inquiries; conducts research; and provides technical analysis.
- Counsels hourly employees regarding policies, procedures and resolution of complaints; advises employees regarding the grievance and arbitration process.
- Provides mediation and conflict resolution services to managers and employees and prepares reports and makes recommendations; provides the Grievance Review Committee with background information and documents as requested.
- Completes standard reports and forms for submittal to federal and state agencies in compliance with applicable laws and regulations; prepares various reports related to payroll withholdings, social security, Medicare, unemployment, and employee benefits; submits required reports to state and federal agencies on a quarterly and annual basis
- Assists in administering compensation and classification plan; assigns classes by pay grade to a pay scale; conducts wage, salary, and benefits surveys; performs desk audits to validate job responsibilities; updates and maintains class

specifications and job descriptions; makes recommendations regarding the allocation and reallocation of positions; processes salary adjustments and increases as directed.

- Assists in administering various employee programs and procedures relating to group life insurance, health insurance, health maintenance organizations, disability insurance, pensions, investments, savings, workers compensation, FMLA, ADA, workplace safety, and other human resources programs.
- Processes bi-weekly payroll; processes annual vacation rollover process.
- Assists in the hiring process by posting jobs, creating interview questions, interviewing candidates, conducting relating testing and/or panel interviews, and working with hiring managers in the selection process.
- Recruits new employees; posts job openings and notices in print, on web sites, etc.; distributes applications and explains the application process to applicants; attends job fairs; receives, sorts through and screens possible candidate applications; forwards qualified applications to appropriated personnel.
- Coordinates interview process; schedules interview with hiring department and candidate; obtains and/or creates interview questions; gathers materials in preparation for interview; assists in interviewing candidates for vacant positions as requested.
- Conducts pre-employment screening of selected candidates; obtains legal release to conduct background and DMV checks; obtains required documentation; schedules drug and alcohol screen; checks references and verifies employment; runs background and records checks; compiles information and forwards to appropriate personnel.
- Contacts department heads to provide hiring and start date information; drafts and sends approved offer letters new hires to coordinate the pre-employment process, orientation activities and official start dates; provides related information regarding benefits, work locations and contact information.
- Conducts safety committee meetings and assist employees in filing 1st report of accident/injury report; assist with scheduling safety and other employee training. Assists with new employee orientation and employee development; explains distributes and gathers necessary documents; provides information regarding human resources policies and programs; provides career counseling to existing employees.
- Researches, compiles, and/or monitors administrative, statistical or other data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Maintains a variety of confidential files and information, including drug test results for other departments; retains, stores, or destroys files as required.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including applications, employee information and data, and policies and procedures; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including lists, directories, logs, notices, memos and meeting minutes; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.
- Communicates with supervisor, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of simple arithmetic operations.
- Skill in operating, maneuvering and/or controlling the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Minimum Qualifications

Education and Experience: Bachelor’s Degree in Human Resources or a related field required; supplemented by three (3) years of experience in human resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Preferred candidates will have at least one (1) year of recruitment, working knowledge of payroll processing, and leave of absence administration.

Licenses or Certifications: Valid State of Alabama driver’s license; valid Society of Human Resources Management (SHRM-CP) certification.

Agency

City of Daphne

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