

**City of Seward
Job Description**



Personnel Officer

Range:	13 to 15	Salary:	\$20.82
Department:	City Manager	Approved by:	S. Meszaros
Reports to:	City Manager	Date:	March 2020
Supervises:	N/A		
Position:	Regular, Full-Time, Progressive		

Summary:

This position works under the direction of the City Manager to execute the human resource functions for the city, serve as the city's safety officer, and facilitates centralized documentation for risk management functions of the city. Under general supervision, performs a wide variety of day-to-day administrative personnel and Human Resources related functions. Routinely deals with matters of a highly confidential nature.

Essential Duties and Responsibilities: This position advises all city departments on personnel matters pertaining to the City Code, personnel policies, collective bargaining and union related issues relating to personnel, and state and federal regulations, and cross-trains department staff on the same.

Performs a broad range of administrative tasks, producing documents, managing the Personnel department webpage, updating policies and procedures, ordering supplies, printing and distributing reports, and other assigned tasks.

Assists department heads in dealing with and resolving personnel problems within departments, as requested. Ensures personnel complaints and grievances are handled in accordance with Seward City Code. Makes recommendations to city manager to ensure uniformity in the application of discipline and processing of employee grievances per SCC 3.05.015(b)(6).

Executes personnel functions including, but not limited to, the following: researches salary and benefit surveys; completes reports as required by state and federal regulations; ensures compliance with employee information posting requirements; provides employment verifications and employee references; provides new employees with employee handbook and information, schedules pre-employment physical and drug tests; conducts employee orientations; schedules annual meetings with benefit program representatives; recommends changes to the personnel code as necessary to conform to state and federal regulations; and ensures compliance with EEOC, FLSA, ADA and other regulations. Makes recommendations to the city manager regarding an affirmative action program which will provide equal opportunity in all aspects of city personnel administration in accordance with SCC 3.05.015(b)(3).

Under supervision, coordinates insurance documentation and site visits with AMLJIA, the City's

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insurance provider, and with Health Care Providers (health-insurance), and forwards updated health insurance coverage information and Certifications of Coverage to employees. Researches all Affordable Care Act matters, including timely reporting on behalf of the City.

At the request of department heads, creates and updates job descriptions, advertises positions, receives job applications, schedules and may assist in organizing employee interviews, timely notifies all candidates of successful or unsuccessful hiring and necessary correspondence.

Researches personnel policy issues, develops personnel policies and recommendations to present to the wage committee as directed by the finance director, maintains history of wage committee actions, and implements personnel policies approved by the city manager. May be required to work with the city attorney on personnel matters as authorized by the City Manager.

Maintains personnel files as assigned. Timely notifies department heads of pending anniversary or probationary dates and evaluations, and Payroll of pay rate and other personnel changes. Observes City policies on maintaining and retaining active and inactive personnel files.

Serves as the City's safety officer. Maintains logs of general safety training. Provides administrative support to the safety committee. Ensures all required City training is completed timely. Prepares and files schedules and reports including employee and volunteer workers' compensation claims, OSHA 300 log, year-end OSHA reports and documents, and coordinates OSHA visits and audits. Assists departments with updating MSDS online documentation. Conducts fire drills. Maintains organized safety documentation for required reporting.

Assists employees in completing enrollment and other forms as required; educates and informs employees about benefits; explains benefit programs, including health, dental, vision, long-term disability, life insurance, retirement plans, workers' compensation, leave policies, and other federal and state mandated programs.

Researches, plans, and organizes training programs; conducts employee training sessions on a variety of subjects, including a variety of leave and legally mandated programs.

Assists the public both in person and on the phone; serves on oral boards and assists with examinations; composes emails, correspondence, agenda item commentaries, and resolutions; attends various meetings; prepares reports and makes presentations.

Responds to requests for salary and other survey information; conducts research and analysis; coordinates a variety of annual City programs; provides interpretations of and information concerning a variety of applicable policies, rules, programs, and labor agreements.

Establishes positive working relationships with representatives of community organizations, state/local agencies, staff of other public agencies, City management and staff, and the public.

Assists in carrying out the City's risk management and loss control programs to include reviewing

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coverages; filing claims; participating in annual insurance audits; completing Insurance Exposure Questionnaire for review by the finance director; coordinating with insurance company to review and update coverage valuations; and other related tasks, as assigned.

May provide support to the wage committee, and/or wellness committees, as assigned.

May provide Notary Public services for staff and public.

Assists with the Emergency Operations Center (EOC) during emergencies; provides designated services described in the City's emergency plan.

Performs other related duties as assigned.

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.

Education and/or Experience:

Completion of a Bachelor's Degree or Associate's degree plus 4 years office experience, or 6 years office experience with progressively greater responsibility for administrative duties. Work experience must include documented ability to operate spreadsheets and word processing programs at a highly proficient level; organizational and time management skills, and excellent written and verbal communication skills. Familiarity with municipal government is desired.

Progressive Development Plan

Each year on the employee's anniversary date, the employee will be evaluated not only on his/her performance, but also on professional development. The City Manager shall determine if the employee has received the required training and experience to allow advancement from a range 13 to a range 14, then from a range 14 to a range 15, remaining at the same step.

To progress between ranges (i.e. from range 13 to 14 and 14 to 15) requires the employee to have formal education as prescribed by the City Manager which could include attending AMLJIA public entity risk management training, Microsoft Word and Excel proficiency, education or training related to human resources, employment law, mediation, risk management, etc., attaining the Professional Human Resources Certification (PHR) and/or has participated in various substantive administrative matters the City Manager deem to be of a progressively greater value to the City (i.e. contract negotiations, mediation, arbitrations).

After the employee reaches a range 15 he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular one step increase.

Language Skills:

Ability to read, analyze and interpret City Code, legislation, policies and procedures, and governmental

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rules and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, other governmental units, or members of the business community. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Skills:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions, and percentages.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Knowledge of personnel law including ADA, FLSA, EEOC compliance, etc.; ability to treat individuals in a courteous and professional manner and work harmoniously with numerous personalities; demonstrate initiative; effectively manage multiple projects; meet deadlines; maintain focus, objectivity and appropriate conduct under pressure; familiarity with municipal government is desired; must be willing to work flexible hours as necessary. Ability to maintain confidentiality is mandatory. Operate standard office equipment, software's and data entry.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to sit; use hands to finger, handle or feel objects or controls; and talk and hear. The employee is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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 moderate. Temperature level is normal for office activities though weather conditions will be experienced for outdoor job site visitations. The work

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environment may be busy and may require serving a number of people and projects at one time, with frequent interruptions, requiring excellent organizational skills and time and stress management skills to complete the required tasks. Must be able to deal with emergencies and stressful situations at all times, possess cultural and political awareness and sensitivity, be flexible, demonstrate sound work ethics, be consistent and fair, and maintain standards of conduct.

The City of Seward is an Equal Opportunity/Affirmative Action Employer