

City of Cartersville

Human Resources Director

The City of Cartersville has an immediate need for a Human Resources Director to lead/direct Human Resources administration and provide hands-on Human Resources support for the City's operations, which include approximately 380 employees and 160 Retirees. This position handles all aspects of Human Resources management including recruitment, employment, wage/salary/pension administration, policy administration, employee relations, and performance management.

Duties/Responsibilities:

- Provides leadership and guidance for City employees & Retirees regarding human resource matters by managing a comprehensive human resource office.
- Manages/Maintains the City's employee insurance/benefit programs, including Workers' Compensation, group medical/dental, City's Pension Plan, etc.
- Provides ongoing promotion and communication to employees and prospective employees about the benefits associated with City employment including insurance benefits, investment options for retirement savings, pension plans, and training and development opportunities.
- Responsible for the advertisement of employment opportunities.
- Reviews and screens candidate applications, conducts interviews, and aids with the onboarding experience.
- Develops/implements/administers all City personnel policies.
- Ensures compliance with all City Ordinances, State and Federal laws/regulations.
- Assists Department Heads on all Human Resources related issues, including manpower planning, employee performance issues, employment/promotions, etc.
- Administers the City's drug/alcohol/drug testing process, including employee awareness and compliance in compliance with Federal, State, and local regulations, and serves as the D.E.R. (Designated Employee Representative) for the Cartersville Gas Department.
- Schedules periodic leadership, sexual harassment, diversity, and other employee training.
- Prepares accurate reports to ensure compliance with regulatory reporting including Equal Employment Opportunity and the Department of Labor, etc.
- Assists/Advises the City Manager on Succession Planning/Employee Development, including maintenance of the City's Organizational Chart.
- Assists with the City's Risk Management Process, including vendor selection, claims administration, incident investigation, and development of risk elimination initiatives.

Qualifications/Requirements/Certification/Skills:

- Bachelor's degree in Human Resource Management, Business Administration, or a related field is required. A Master's degree in Human Resources Management, Business Administration, Public Administration, or a related field is preferred.
- Minimum six (6) years of broad-based HR experience, with a minimum of three (3) years HR supervisory management experience required, preferably in a local government and/or a utility organization.
- Certification: A nationally recognized human resource-related certification such as PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources), SHRM-CP (Society for Human Resource Management-Certified Professional), or SHRM-SCP (SHRM Senior Certified Professional) is preferred.

- Must obtain/maintain Retirement Plan Fiduciary Designation Certification through the Georgia Public Pension Trustee (GAPPT) Program within a minimum of four years of employment.
- Knowledge of relevant federal/state laws, regulations, city codes of ordinances, etc., as applied in a local government environment.
- Ability to operate proactively as an organizational consultant exercising effective judgement and sensitivity to changing needs and situations.
- Ability to multi-task and maintain high levels of output while preserving accuracy and attention to detail.
- Regularly audits all Human Resource functions to ensure an appropriate level of output & record keeping are maintained.
- Strong knowledge of Microsoft Office applications, with emphasis on Excel (intermediate to advanced user), Word, and specialized Human Resources-related software packages.
- Ability to organize/maintain manual and electronic files and data.
- Excellent written and verbal communication skills

Qualified individuals interested in applying for this position should send their resume ASAP. The position is open until May 24, 2024. Email cover letter and resume to: HR@cityofcartersville.org.