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## JOB DESCRIPTION

### HR DIRECTOR FULL-TIME REGULAR

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**Title:** HR Director  
**Department:** Administration  
**Supervision Received:** City Manager  
**Supervision Exercised:** Executive Assistant

Revised:6/23/2021

**NON-BARGAINING  
Classification:** EXEMPT

#### GENERAL PURPOSE:

Performs Human Resource Department duties, including assisting with the enforcement of city personnel policies and procedures, employee relations, classification, compensation, payroll, recruitment, selection, labor relations, training, technical staff assistance, Tort claims, ADA, EEOC, FLSA, FMLA, OSHA regulations, Safety and Risk Management.

#### ESSENTIAL DUTIES:

- Follows and enforces personnel policies and procedures as set forth by the City of Belen;
- Formulates and recommends policies and procedures, regulations and practices for carrying out the various personnel programs;
- Consults with and advises management and supervisors to coordinate the various phases of personnel policies, practices, ordinances and resolutions;
- Directs, coordinates and supervises the administration of classification and compensation plan;
- Directs recruitment and selection, fair employment;
- Administers the employee performance rating and orientation programs;
- Administers a system of employee service records and other personnel records, and prepares forms as needed;
- Recommends to management revision and amendments relating to personnel matters;
- Compiles and updates job descriptions for various city departments;
- Conducts special studies, prepares reports and makes recommendations to management;
- Meets with supervisors and employees to resolve grievances;
- Coordinates staff training as necessary;
- Oversees employee benefits;
- Performs excellent customer service to all constituents;
- Attend council meetings as needed
- Performs new hire orientations;
- Performs desk audits;
- Investigates complaints filed by employees and/or citizens;
- Posseses considerable safety issues and worker's compensation knowledge;
- Knowledgeable with required OSHA, worker's comp and safety documentation and records for reporting purposes;
- Works with insurance companies to ensure appropriate claims coverage;
- Consults with experts as needed to ensure compliance;
- Possesses considerable personnel record keeping knowledge;
- Administers the mandatory employee drug testing program;

- Administers the Employee Assistance Program;
- Adheres and complies with court orders (garnishments, child support);
- Maintains educational continuity in the legal issues pertaining to Human Resources, payroll and Risk/Safety fields;
- Travels occasionally;
- Other duties as assigned.

**NON-ESSENTIAL DUTIES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**QUALIFICATIONS:**

- Any combination equivalent to education and experience that provides the required knowledge
- Bachelors degree in human resources, public or personnel administration, business management or a closely related field, - Preferred
- Five (5) years experience in a human resources capacity or equivalent of experience and training that meets the knowledge, skills and abilities of the position.
- Good oral and written communication skills
- Supervisory skills a must
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public;
- Ability to work independently and to complete daily activities according to work schedule with minimal supervision.
- Must be computer literate with various softwares knowledge (i.e. Word, Excel, Powerpoint, Publisher, internet, E-mail, etc.)
- Possess a valid New Mexico drivers license.
- Ability to pass drug testing

**EQUIPMENT USED**

Knowledge to include use of common office equipment, such as typewriter, computer, calculator, copier, fax, phone, city vehicles, postage machine and fax.

**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 drive, walk, sit and talk or hear. The employee is frequently required to use hands or fingers, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to push, pull, stoop, kneel, or crouch. Position requires frequent sitting directed vision at computer screen.

The employee must occasionally lift up to 20 pounds and move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **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.

While performing the duties of this job, the employee works inside building conditions. The noise level in the work environment is normally quiet to moderate pitch.

**DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.**

**This job description does not constitute a contract for employment.**

**I \_\_\_\_\_ have reviewed the job description. Date: \_\_\_\_\_**