

# City of Americus, GA



**Title: Director, Human Resources**  
**Class Code: 1501**

## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to manage the operations of the Human Resources Department.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Provides strategic direction for HR programs in consultation with executive leadership, attorneys, and consultants.
- Oversees the operation of the government's employee benefits and wellness program.
- Oversees organizational Risk Management to include property, general liability, workers compensation, employment practices, liability, loss control, and claims administration.
- Oversees the recruitment and retention program for the government; responsible for employee relations to include counseling with supervisors and employees, employee discipline, and administrative investigations.
- Oversees payroll and organizational compensation practices, policies, and procedures as well as organizational performance management and evaluation processes.
- Directs the preparation of the government-wide personal services budget to include salaries and fringe benefits.
- Develops, implements, and administers standard operating procedures and personnel policies for the government including grievance and disciplinary policies and procedures.
- Supports pension and defined contribution oversight and oversight of retirement options and administration of retiree pension/defined contribution and retiree health plans.
- Oversees the preparation of the departmental budget; analyzes costs for various services and activities.
- Supervises and evaluates assigned staff; handles all employee concerns, directs work assignments, counsels and disciplines employees; completes employee performance appraisals.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Business, Public Administration, Human Resources or closely related field; Requires six years progressively responsible experience in human resources or closely related experience; Required qualifications may be any equivalent combination of education, training and

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experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves sitting most of the time but may involve walking or standing for brief periods of time; requires little or no dexterity.

### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

HR Certification by SHRM and/or IPMA preferred.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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