



**City of Novi
Job Description**

Exempt

DEPUTY DIRECTOR OF HUMAN RESOURCES

SUMMARY

This individual provides support to the Director in planning, organizing, and coordinating all programs, functions and activities of the Human Resources Department. Acts in the Director's absence by attending meetings, making decisions, and providing Department leadership. It is expected that this individual will be proactive in researching and implementing HR best practices, providing suggestions for on-going improvement of Department initiatives, policies and procedures; and show initiative to train and motivate staff, problem solve, and assuming additional responsibilities, all for the betterment of the HR Department. The Human Resource Department develops and maintains policies and procedures that provide for a consistent, safe and legally compliant workplace.

SUPERVISION RECEIVED

Reports directly to the Human Resource Director.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Research, draft and implement policies and procedures;
- Effectively communicate with employees, retirees, management, and in some cases elected officials;
- Provides assistance with labor negotiations by attending meetings, taking minutes, conducting research, preparing documents, and aiding the Human Resource Director with other necessary responsibilities. May at times act as Chief Negotiator in Director's absence;
- Assist and/or take lead with other labor matters including grievances, hearings and arbitrations;
- Research and provide management level analysis of issues and develop potential solutions;
- Responsible for monitoring and responding to unemployment claims;
- Responsible for tracking and communicating hours for the Affordable Care Act;
- Tracks/monitors employee training and administers the City's tuition reimbursement program;
- Coordinates random drug screenings.
- Track and report on various key HR regulatory requirements including but not limited to: ACA, EEO, PMLA, and other internal tracking initiatives;

- Ensure compliance with local, state and federal laws and City procedures;
- Identify challenges and solutions to departments, divisions, and organization wide issues;
- Be a resource and assist with annual Health Care Open Enrollment period;
- Be a resource and assist with Wellness and Engagement efforts including assisting with annual Employee Health and Wellness Fair;
- Conducts audit of BS&A entries and changes of classifications, voluntary and mandatory payroll deductions, new hire set up, as well as any other system changes;
- Oversee employee training initiatives, mandatory training and other training opportunities;
- Responds to inquiries requiring interpretations of city policies, rules and regulations;
- Completes surveys and studies;
- Conducts needs assessment and makes recommendations for training opportunities for City staff;
- Develop, deliver and/or coordinate training for employees;
- Determine Return on Investment (ROI) of employee training;
- Provide feedback and evaluations on all training initiatives to determine value;
- Develop and recommend operating policies and procedural improvements;
- Generates correspondence, presentations and reports as requested;
- Train and mentor staff as needed;
- Works cooperatively and courteously using tact and patience with employees;
- Calculates and manages labor contract costs, as well as other employee related costs;
- Assist with conducting exit interviews;
- Assist with new hire set up as needed;
- Assist with interviewing of candidates;
- May assist with benefit and leave management;
- Lead for HRIS questions and updating;
- Performs other duties as assigned.

QUALIFICATIONS AND KNOWLEDGE SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment should have the equivalent of the following:

- Extensive experience in recruitment and selection, benefit administration, policy development, training and development, performance management, labor relations collective bargaining , labor contract administration, and employee relations;
- Extensive knowledge and experience with HR beset practices and procedures;
- Experience conducting needs assessment;
- Experience of leading, developing and implementing HR best practices;
- Experience building a culture of high employee engagement and satisfaction;
- Experience in a multi-union environment;

- Experience with HR/Payroll systems such as BS&A
- Experience with HR file retention systems such as OnBase
- Experience with the methodology and best practices for the design and delivery of employee training programs, and/or ability to seek out qualified trainer to provide City's needs;
- Proven ability to manage projects;
- Exhibits excellent interpersonal and human relationship skills through written and verbal communication;
- Exhibit excellent communication skills (ability to communicate effectively by way of training manuals and other written materials, social media and presentation style);
- Exhibits high level of emotional intelligence in day-to-day work, decision making, and problem solving;
- Is familiar with Wellness Programs and the rules and regulations associated therewith;
- Experience with union/contractual employment matters;
- Ability to function independently and with total confidentiality to make decisions in accordance with established policies and procedures;
- Experience with Diversity, Equity and Inclusion strategies and best practices;
- High degree of proficiency with Microsoft Office applications;
- Values diversity in the work place and in the community;
- Conducts himself/herself in a manner that is consistent with the City's Leadership Philosophy and the ICMA Code of Ethics;
- Demonstrated ability to consistently and effectively provide a high level of service in accordance with the Novi Guest Service Guarantee Policy to all customers and visitors serviced by, as well as within in the City organization;

EDUCATIONAL AND PRIOR EXPERIENCE REQUIREMENTS

- BS/BA in Human Resources or related field. Equivalencies will be considered;
- Minimum 5 years of concentrated experience in HR disciplines as listed above;
- SHRM-CP, SHRM-SCP, IPMA, PHR, SPHR, or CLRP certifications highly preferred;
- Experience working in public sector and/or non-profit highly preferred.

PHYSICAL DEMANDS

The physical demands described herein 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 essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing 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 will routinely work in a normal office setting.

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