

VILLAGE OF ROBBINS

JOB DESCRIPTION

Position Title:	Human Resources Director	FLSA Status:	Exempt
Reports To:	Village Administrator	Bargaining Unit:	Non-Bargaining Unit

Job Summary:

The Human Resources Director plans and directs the Village's human resource management programs including recruitment, personnel policy administration, performance management, organizational development and training, talent management, workers' compensation, risk management, compensation management and employee benefits. The Human Resources Director will develop a human resources strategic plan, practices and programs while identifying innovative solutions to streamline and enhance overall effectiveness.

Position Context:

The position of Human Resources Director is a management position who reports to the Village Administrator. The position is a full time exempt position requiring attendance at meetings outside of regular business hours. The Human Resources Director routinely handles highly sensitive and/or confidential information. This position experiences constant contact with internal staff and the community at large.

Essential Functions:

- Manages the overall administration and operations of the human resources services and programs.
- Plans and implements the human resources annual budget.
- Consults Village Administrator on human resources related issues, programs and trends. Analyzes and recommends strategic employee initiatives and long range plans for human resources.
- Advises Village Administrator on employee related matters. Oversees investigations of workforce complaints and makes recommendations according to Village policies and applicable contractual guidelines.
- Works with legal counsel on litigation and other legal matters relating to human resources.
- Directs worker's compensation investigations.
- Directs the Village's benefits and wellness programs.
- Directs the talent management program and initiatives. Recommends and implements succession planning, mentoring and career development opportunities.

- Manages the performance management process including annual reviews and goals setting. Manages the Village's corrective action and performance improvement plans.
- Consults with the Village Administrator to align recruitment strategies with workforce planning. Ensures compliance with Village hiring practices, affirmative action and diversity initiatives. Participates in managerial interviews and candidate selection.
- Analyzes, recommends and approves training opportunities according to applicable policies and contractual guidelines.
- Directs necessary changes to Village personnel policies.
- Advises Village Administrator on human resources related initiatives, programs and policies.
- Manages and recommends administrative, operational and system improvements to streamline and enhance overall effectiveness of human resources.
- Directs personnel files and human resources record management systems. Ensures confidentiality and completeness of records.
- Prepares reports and pertinent documentation for Village Administrator as requested.
- Conducts and documents employee exit interviews as requested.
- Completes special projects and other duties as assigned.