

Human Resources Manager – City of Ironwood, Michigan

Opening Date: 09/30/2024

Closing Date: Open until filled.

Please submit application by Friday, October 18, 2024

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The City of Ironwood is seeking qualified applicants for a Human Resources Manager. This position is responsible for overseeing the planning, activities, and operations of the Human Resources Department. The successful candidate will be trustworthy, approachable and demonstrate energy, passion, and innovation while assuming responsibility for primary department functions including, performance management, organizational culture, employee onboarding, training and development, retirement benefits administration, health and welfare programs, compensation processes, employee relations, Worker's Compensation, FMLA management, ADA compliance, EEO, disciplinary procedures, risk management, manages department budget, and assists with recruitment and retention.

This is a non-union position with an annual salary of \$55,000 - \$70,000/year (DOQ), with an excellent benefit package including defined benefit pension, health insurance (medical, dental and vision), life insurance, and paid time off (vacation, sick, and holidays).

Nestled in the wilds of Michigan and "Big Snow Country," Ironwood is a YEAR-ROUND DESTINATION with WORLD-CLASS RECREATIONAL OPPORTUNITIES (from traditional activities like skiing and biking to emerging and innovative adventure sports); vibrant civic spaces and cultural institutions; thriving businesses; intriguing historical attractions; and a welcoming, safe, and collaborative atmosphere, Ironwood is a vibrant and unique small town where people come to "Find Their North".

Visit <https://ironwoodmi.gov/government/departments/> for more information, including the job description and employment application. To apply, submit via mail or electronically a cover letter, resume, and completed employment application.

Submit to:
City of Ironwood
Attn: City Clerk
213 S. Marquette St.
Ironwood, MI 49938

-Or-

Email: clerk@ironwoodmi.gov

Equal Opportunity Employer.

City of Ironwood – Job Description

Human Resources Manager

Salary Range: \$55,000 - \$70,000

Department: Human Resources

Reports To: City Manager and Finance Director/Treasurer

Job Type: Full-Time

FLSA: Exempt

Bargaining Unit: Non-Union

General Summary

Under the supervision of the City Manager, the Human Resource Manager will be responsible for the routine functions of the Human Resources (HR) department including administering pay, benefits, and leave, hiring practices and interviewing, and enforcing company policies and practices as needed. Payroll functions are under the supervision of the Finance Director/Treasurer. Completes special projects as assigned by the City Manager.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all the following (**Does Not** include all tasks employee may be expected to perform):

1. Keeps time and attendance records for the City employees as well as records of paid leave usage.
2. Using timecards, time sheets, and other appropriate records, prepares and processes payroll.
3. Calculates and submits payments for all payroll tax liabilities including federal and state income taxes, social security taxes, unemployment, workers compensation and other fringe benefit payments.
4. Garnishes wages due to child support, IRS intervention or other legally mandated reason.
5. Administers employee contributions for pension, 457, and health care savings program.
6. Prepares and files all necessary payroll tax forms and reports.
7. Processes and issues annual W-2 forms to employees.
8. Handles worker's compensation and health insurance records. Responds to inquiries from employees and insurance companies. Processes required forms and reports.
9. Maintains personnel records for all City employees. Maintains a separate filing system for all confidential medical records, driver record, and others as directed by pertinent laws.
10. Administers and serves as the Designated Employer Representative for the City's drug and alcohol testing program. Maintains compliance with Federal Motor Carrier Safety Administration rules and regulations for CDL drivers.
11. Prepares Michigan Department of Transportation "State Trunkline Report" on a bimonthly basis.
12. Creates learning and development programs and initiatives that provide internal development opportunities for employees.
13. Assists with recruitment and retention efforts.

14. Coordinates employee benefits, including health insurance, life insurance, pension, 457, health care savings program, and employee assistance program.
15. Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
16. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
17. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
18. Oversees and has an active role in the employee Health and Safety Program.
19. Americans with Disabilities Act and Family Medical Leave Act Coordinator.
20. Assists in the maintenance of the computer system and development of new applications.
21. Types correspondence, reports, forms and other materials. Completes various reports, compiling necessary data and information from a variety of sources. Files, sorts, copies and retrieves documents, correspondence and other materials.
22. Attends seminars, workshops, and/or conferences to enhance job performance.
23. Provides backup support for other Finance staff as necessary. In this capacity, may work the transaction window receiving payments.
24. Performs related work as required or assigned.

Minimum Qualifications for Employment

- **Education and Experience:**

1. High school diploma or GED equivalent required.
2. An associate or bachelor's degree in human resources management, business administration, organizational development, or a related field preferred.
3. Minimum three (3) years of experience working with the public and in clerical/office settings required.
4. Experience working in the human resources field preferred.
5. A combination of experience and relevant education may be considered to supplement work experience.

- **Knowledge, Skills, and Abilities**

1. Skill in the use of computer systems and all Microsoft applications (especially Word and Excel) and Adobe Acrobat.
2. Skill in analyzing information, data entry skills, attention to detail, confidentiality, thoroughness, general math skills, and financial software knowledge. Experience with BS&A software preferred.
3. Thorough knowledge of employment-related laws and regulations. General knowledge of Human Resources compliance requirements. Knowledge or familiarity with HRIS systems for benefits administration.
4. Individuals should be self-motivated and organized. Must be able to work independently without direct daily oversight.

5. Strong organizational skills with proven ability to meet deadlines and reporting requirements.
6. Superior verbal and written communication skills. Ability to produce written documents with clearly organized thoughts using proper sentence construction, grammar, and punctuation. Communicate with individuals and groups in face to face, telephone, and video conference settings.
7. Knowledge of human resources functions including recruitment, retention, safety, and benefits administration.
8. Ability to establish and maintain cooperative working relationships.
9. Must be able to maintain professionalism and confidentiality.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Other Requirements

1. A valid driver license, a satisfactory driving record, and the ability to maintain one throughout employment.

Physical Demands and Work Environment

The physical demands and 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 essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to create, type, and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations, drive a car, and to stand; walk; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move items of light to moderate weight. While performing duties of this job, the employee usually works in a business office setting. The noise level in the work environment is usually low, but dependent on location, it can range from moderate to high.