

City of Rapid City

Job Description

Job Title	Human Resources Director		
Job Code:	CRDR	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	3/11/2024
FLSA Status:	Exempt		

General Summary: This position is responsible for the daily operations of the City's Human Resources (HR) Department; overseeing all human resources activities performed within the City of Rapid City organization. The Director is a strategic City leader and supports other City leaders and employees.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, directs and manages the activities and operations of the Human Resources department, including payroll, recruitment, application of employment laws for the City of Rapid City employees, information systems/records, classification and compensation, employee and labor relations, benefits administration, wellness, culture, occupational health and safety, ADA, worker's compensation, affirmative action, FMLA, and etc.
- Works with the Mayor and Department Directors; advises them whenever employment actions or new regulations are warranted and when policies are implemented or changed.
- Leads the department in the planning, development, coordination and implementation of the HR Office's policies, procedures, goals and objectives. Provides direction for the department through strategic short and long-term goal setting and planning.
- Directs, plans, oversees, mentors, evaluates and motivates the staff of the HR Department; developing and coordinating the staff policies and activities.
- Creates and maintains a positive team culture and promotes city-wide culture initiatives.
- Represents department to executive staff, department directors, elected officials, other groups, and outside agencies.
- Develops partnerships and strong working relationships with other departments, work groups, and elected officials in order to provide excellent customer service and serve the City; meeting city/department goals.
- Serves as a mediator to resolve department conflict.
- Represents the department in labor union negotiations and matters.
- Manages job analysis, evolution, and compensation systems; conducts reviews of salaries and compensation structure. Serves on labor management committees, as needed.
- Serves as Co-Chair of the Healthcare Committee, helping to lead the group to successfully analyze and recommend additions or changes to the City of Rapid City's healthcare plan.
- Creates an annual budget for the department and monitors the implementation and execution of the budget to ensure goals are met.

Qualifications:

Education and/or Experience:

Bachelor's degree in human resources or business-related field from an accredited university and 5 years experience of progressively responsible work in the human resources field, broad human resources experience, including at least 5 year's supervisory/staff management is required. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. PHR/SPHR and/or SHRM-CP/SHRM-SCP are *preferred*.

Other Skills/Abilities: (in order to be successful, the incumbent should possess):

- Demonstrated strategic leadership skills; to include responsible budgeting practices.
- Excellent leadership skills and proven ability to lead several multi-level groups simultaneously.
- Demonstrated history of positive influence over culture, recruitment practices, and retention.
- Demonstrated experience with benefits administration and implementation.
- Experience in labor union relations, (not required).
- Knowledge of municipal government practices and procedures, (not required).

Working Conditions:

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.

Most work is performed indoors in an office where noise and interruptions often occur.

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 regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. The employee will be required to communicate effectively orally and in writing. The ability to talk and hear via the telephone and through face-to-face communication is needed. Ability to maintain a professional appearance and demeanor is necessary.