City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Human Resources Director</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CRDR</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>27</td>
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<tr>
<td>Date Revised:</td>
<td>04/2019</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for the daily operations of the City’s Human Resources Department, and overseeing all human resources activities performed within the City of Rapid City organization.

**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, occupational health and safety, ADA, workers compensation, affirmative action, FMLA, and etc.
- Works with for the Department Directors and advises them whenever employment actions or new regulations warrant and when policies are implemented or changed.
- Leads the department in the planning, development, coordination and implementation of the Human Resources Office’s policies, procedures, goals and objectives. Provides direction for the department through strategic short and long-term goal setting and planning.
- Directs, oversees, mentors, evaluates and motivates the staff of the Human Resources Department.
- Represents department to executive staff, department directors, elected officials, and other groups, and outside agencies.
- Developes partnerships and strong working relationships with other departments and work groups, and elected officials in order to attain excellent customer service as well as the City and the department's goals.
- Serves as a mediator to resolve department conflict.
- Serves as Chair of the Compensation Committee. Manages job analysis, evolution, and compensation systems. Conducts reviews of salaries and compensation structure.
- Serves as Chair of the Healthcare Committee. Leading 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 monitor 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; or any such combination of education, experience, and training as may be acceptable to the hiring authority. The ideal candidate will possess broad human resources experience including a minimum of 5 years supervisory/staff management experience.
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 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.