

# City of South Sioux City, Nebraska

## Human Resources Manager

**Reports to:** City Clerk/Treasurer  
**Department:** Utility Administration  
**Bargaining Unit:** None  
**Updated:** April 14, 2023

### Essential Job Duties:

1. Under direction of Mayor, City Council and City Administration this position is responsible for maintaining and updating job descriptions, applications, hiring practices and procedures, and may participate in employee disciplinary hearings and issues. Additional responsibilities include management of self-insured dental and vision program, health insurance program, pension plan and all employee contracts. This position will also monitor existing and new requirements for compliance with ADA, Fair Labor and Equal Opportunity
2. Responsible for maintaining and/or implementing personnel files, pay changes and drug testing
3. Recruiting
  - a. In coordination with City Leadership, develop and execute a recruiting strategy that will fit the staffing requirements of the City.
  - b. Develop job postings and identify appropriate resources for sourcing candidates.
  - c. Screen candidates and conduct interviews in order to identify ideal candidates for selection.
  - d. Collaborate with hiring managers on candidate selection and make recommendations to the city administrator for hire.
4. Compensation and Benefits Administration
  - a. Review compensation changes/approvals to ensure the request is in line with City policy and is equitable.
  - b. Plan, Develop, and maintain a compensation strategy for the City that aligns with industry standards and best practices.
  - c. Provide benefits-related support to employees ensuring the questions are answered in a timely fashion.
  - d. Conduct open enrollment ensuring all employees have taken action during this time and provide assistance to employees as needed.
  - e. Manage all worker's compensation reporting and claims
5. Human Resources Administration
  - a. Conduct orientation for new employees ensuring all onboarding

- procedures are followed.
- b. Recommend, evaluate and participate in staff development for the organization.
  - c. Manage all employee engagement, performance management and recognition programs to ensure they encourage high levels of performance.
  - d. Advise management in appropriate resolution of employee relations issues.
  - e. Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons behind separations.
  - f. Maintain compliance with federal, state and local regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
  - g. Collaborate with management to define projects and identify course(s) of action
  - h. Meet regularly with managers to stay informed, to offer direction and support.
  - i. Develop and maintain a human resource information system that meets the organization's personnel information needs
  - j. Assist city administration with bargaining unit negotiations and implementation of contract.
  - k. Provide recommendations for Human Resources related budgetary items.
6. Responsible for city insurance including but not limited to: General and Professional Liability, Worker's Compensation, Environmental, Cyber, Auto, Equipment and Property.
  7. Responsible for administration, maintenance and compliance of City safety training and programs.
  8. Responsible for administration and development of Wellness program
  9. Prepares daily bank deposit information as needed
  10. Provide support for Utility Department.
  11. Other duties as assigned.

### **Education**

- Graduation from college or university with a liberal education preferably with an emphasis in Human Resource or Business Administration or high school diploma plus progressively responsible work experience for five or more years in areas of work as described above.

### **Experience**

- Minimum five years of experience as a human resources generalist, recruiter, or similar role required. Or an equivalent combination of education and experience sufficient to successfully perform the job duties and responsibilities.

### Certifications and Licenses

- None

### Work Environment

- Work is performed in a casual, open office environment geared towards collaboration. Dress code is business casual attire. All necessary office equipment is provided.

### Travel

- Less than 5% travel is required.

### Physical Requirements

Physical Activity	Rarely	Occasionally	Frequently	Constantly
	0% - 25% of time (0-2 hours per day)	26% - 50% of time (2-4 hours per day)	51% - 75% of time (4-6 hours per day)	76% - 100% of time (6-8 hours per day)
Carrying ≥ 20 lbs.	X			
Climbing	X			
Driving	X			
Finger Dexterity				X
Hearing				X
Kneeling	X			
Lifting ≥ 20 lbs.	X			
Pulling ≥ 20 lbs.	X			
Pushing ≥ 20 lbs.	X			
Reaching	X			
Seeing				X
Sitting				X
Standing		X		
Twisting	X			

Typing				X
Walking			X	

**Disclaimer**

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended to describe the general nature of the job. The City of South Sioux City reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**Review/Approvals**

I have read and understand this job description.

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Printed Name – Employee    Signature – Employee    Date

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Printed Name – Manager    Signature – Manager    Date

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Printed Name – City Administrator    Signature – City Administrator    Date