

## **HUMAN RESOURCES DIRECTOR**

The City of Carlsbad is accepting applications for the position of **Human Resources Director**. This position plans, develops, administers and provides all of the City's human resources and personnel management services, including recruitment, employment, position classification, compensation and benefits, training, employee relations, safety, and ADA, COBRA, EEOC, FLSA, OSHA, and FMLA regulatory compliance.

Recruits staff, including establishing minimum qualifications, writing announcements and newspaper ads, direct sourcing, informing applicants about vacancies and employment procedures, pre-screening of all applicants.

Establishes and monitors non-discriminatory applicant screening and employment procedures to be followed by the hiring department heads and supervisors. Conducts new employee orientations, explaining the rights, responsibilities, and benefits of City of Carlsbad employees.

Advises the City Council, City Administrator, and department heads on Federal and State laws and regulations concerning all aspects of employment and collective bargaining, including ADA, EEOC, FLSA, OSHA, and FMLA.

Administers the City's position classification, performance appraisal, and salary systems, conducts salary surveys, recommends updates in the salary plan, reviews and updates job descriptions, conducts position classification audits.

Administers the City's employee benefit plans and programs, including short-term and long-term disability, medical and dental insurance, life insurance and AD&D, workers compensation, COBRA, retirement, tax deferment, and savings and investment plans; advises the City Council and City Administrator regarding benefit plan design and costs.

Maintains and updates personnel records, provides Federal and State statistical reports, develops and presents strategic analyses and reports on important personnel management issues such as turnover, safety, and labor costs.

Develops, conducts and/or arranges for a variety of technical skill, and supervisory/management development programs; develops and administers employee recognition and award programs.

Administers and advises the City Council, City Administrator, and department heads on the City's employee relations and dispute resolution processes and collective bargaining agreements.

Supervises subordinate professional and/or office support staff assisting in the delivery of the personnel services.

Knowledge of public sector personnel management principles and practices, including recruitment, employment, position classification, compensation and benefits, training, and employee relations. Knowledge of local and regional public and private training resources.

Knowledge of Federal and State of New Mexico laws, regulations, and guidelines relating to all aspects of public employment, collective bargaining, and ADA, COBRA, EEOC, FLSA, OSHA, and FMLA. Knowledge of the rights, responsibilities, and benefits of the City of Carlsbad employees.

Ability to establish and maintain effective working relationships with City Council, City Administrator, department heads, employees, and the public.

Ability to understand, interpret, and follow complex policies, regulations and guidelines. Ability to plan and direct the work of subordinate professional and/or office support staff.

Skill in written and oral communication, classroom instruction, and interpersonal conflict resolution.

Qualifications: A Bachelor's degree in Human Resources, Business Administration or directly related field; Master's degree preferred. At least ten (10) years of professional-level personnel management experience, with five (5) years in personnel management with an employer of over 200 employees.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base annual pay rate will be \$126,879. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221.

Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications will be accepted until the position is filled.

EOE M/F/V/D