



**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Human Resources Director
DEPARTMENT: Administration
SALARY: \$62,053.68 to \$88,220.60 annually
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2024
DATE REVISED: none

STATUS: Full- time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Human Resources Director for the Muncie Sanitary District, responsible for managing and implementing select Human Resources related functions for the District.

DUTIES:

- Develop and manage the District's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices
- Support Department Heads in managing recruitment, counseling managers on candidate selection; and conducting and analyzing exit interviews, onboarding, training, and employee relations.
- Implement employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims.
- Manage a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Assist in Unemployment & Worker's Compensation claims.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Perform payroll functions, ensuring accurate payment of wages on a bi-weekly basis.
- Maintains employee data in the payroll system for both new and existing employees.
- Ensure compliance with all applicable federal, state, and local regulations; uphold the District's policies, processes, and procedures at all times.

- Nurture a positive working environment by ensuring high levels of organizational effectiveness, communication, and safety.
- Maintain employee records and documentation to policy and legal requirements, including DQFs (Driver Qualification Files, FMCSA requirements, i9 Files, employee personnel and training files.
- Manage the District's DOT/FMCSA compliance programs, including Driver Qualification Files and Drug-Free Workplace Programs.
- Oversee and manage a performance appraisal system that drives high performance.
- Conduct regular skills (and skills gap) analyses to recommend strategic Training, Cross-Training & Leadership Development plans.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Uphold strict standards of discretion and confidentiality.
- Provide support updating and maintaining job roles, and all District manuals including the Personnel Handbook, etc.
- Assist with the organization of all District stewardship and morale events.
- Conduct employee surveys (formal and informal) to assess employee engagement.
- Develop reports for senior management on HR metrics (time to hire, cost per hire, turnover rate, new hire turnover rate, employee engagement, etc.) to enable strategic decision-making.
- Serve as the point of contact for employment relations matters and communicate with external inquiries.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Ensure all District HR policies are applied consistently.
- Maintain company organization charts and employee directory.
- Provide occasional testimony in legal proceedings/court as requested.
- Perform related duties as assigned.

I. JOB REQUIREMENTS:

- Bachelor's degree in Human Resources Management, Business Administration, or a related field of study and/or appropriate combination of education and experience to ensure on-the-job success.
- Minimum of 8 years of HR experience.
- PHR, SHRM certification.
- Working knowledge of HR related training requirements.
- Knowledge of employment-related laws and regulations.
- Working knowledge of Standard English grammar, spelling and punctuation, and the ability to compile data and prepare detailed reports as required.
- Knowledge of standard filing systems and ability to maintain accurate and complete Department records and files.
- Ability to comply with all District personnel policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

- Ability to operate standard office equipment, including computer, calculator, fax machine, postage meter, copier, and telephone.
- Ability to effectively communicate orally and in writing with co-worker, other City offices, attorneys, medical providers, insurance agents and groups, various government officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to follow policies and procedures, and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and operations.
- Ability to utilize computerized programs and related software as required.
- Excellent people management skills and the ability to handle complex situations.

II. DIFFICULTY OF WORK:

Incumbent interprets and applies a variety of rules, regulations, policies and procedures, which may be in conflict with one another, in assisting with and monitoring proper administration of various Health Insurance benefit programs applicable to City services.

III. RESPONSIBILITY:

Incumbent performs duties according to supervisor with work priorities primarily determined by service needs employees. Assignments and objectives are set jointly by immediate supervisor and incumbent by following standard operating procedures or policy and procedural manuals. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in incumbent's work are usually prevented through legally defined procedures and/or prior instructions from supervisor and are primarily detected through notification from other departments, agencies, or the public. Undetected errors may result in loss of money to department and/or inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, retirees, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to District Administrator (or Health Insurance Administrator).

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, crouching/kneeling, keyboarding, close vision, handling/grasping objects, speaking clearly, and hearing sounds/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Human Resources Manager for the Administration Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes:_____ No:_____

Applicant/Employee Signature

Date

Print or Type Name

To apply:

1. Click on the job title for which you'd like to apply.
2. Read through the job description to make sure you are qualified.
3. Fill out the [application](#) and [affirmation survey](#) and hit submit. Printed applications can be dropped off or mailed to:

Muncie Sanitary District,
300 North High Street
Muncie, IN 47305

4. Please submit a cover letter and resume to Rick Conrad:

rconrad@msdeng.com