



City of Milford
HR Administrator
Pay Grade: G13

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Minimum of 3 years of diverse and responsible applicable experience in municipal operations or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. Requires a comprehensive knowledge of human resources practices, strong oral, written, and interpersonal skills. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements: Bachelor of Science in Human Resources, Public Administration, or related field

Direct Supervisor: City Manager

Supervisory Responsibility: Can indirectly supervise a large group of employees.

Primary Work Location: Office setting

Job Summary: Responsible for the proper administration of Human Resource practices in the City of Milford, including personnel policies and procedures, and employee benefits. The Human Resources Administrator shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. While the Human Resources Administrator consults with the City Manager on issues relating to policy and planning, he/she works independently in administering the overall human resources function. The Human Resources Administrator also serves as a member of the City Management Staff.

The Human Resources Administrator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Human Resources Administrator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- A. Recruit applicants and conduct interviews; schedule pre-employment physicals and drug screens; schedule DOT random drug tests.
- B. Provides support to City departments to ensure proper employee selection, counseling, development, mentoring and evaluation of staff to achieve a cohesive work unit consistent with the City's mission, vision and values.
- C. Conduct new hire meetings with new employees to complete all necessary on-boarding paperwork; process paperwork on new hires including Medical, Dental, Life Insurance, Pension Applications, etc.; enter New Hires into the payroll system and into benefit carrier systems



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- D. Creates a superior work culture through an emphasis on training and mentoring to develop leadership, management and technical skills in all employees.
- E. Serves as the City's representative to various human resources-related or benefits-related agencies and services, including completing and submitting all pension forms to the State of Delaware Benefits and Pension offices and managing Workers Compensation Claims.
- F. Coordinate collective bargaining activities with the City Manager, department head and with outside legal counsel as needed.
- G. Complete miscellaneous government reports (ex: E 4, EEO 4, ICMA, Bureau of Labor Statistics, etc.); complete and track paperwork in relation to FMLA, ADA, HIPPA, COBRA, etc.
- H. Assists directors, supervisors and employees with issues of concern, providing guidance and support as needed.
- I. Attends grievance or disciplinary meetings or hearings as needed.
- J. Reviews, develops implements and administers human resources policies and procedures, including, the advising the City Manager regarding needed updates and changes to keep the Personnel Ordinance current.
- K. Meets with individual employees to answer questions regarding compensation, benefits and human resources and to hear and respond to concerns complains regarding the City's policies, procedures, administration or management.
- L. Conducts periodic training and information sessions for employees regarding changes in policies, procedures and regulations.
- M. Perform other human resources related duties not specified above.
- N. Attends meetings and training as needed or directed to maintain current awareness of human resources practices, laws and regulations.
- O. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Human resources policies and procedures and, more importantly, their application in the day to day working environment.
- Benefit programs and their application.
- Labor negotiations and collective bargaining techniques.
- Laws and regulations pertaining to personnel and benefits.

Skills

- Communication- able to understand written and oral communication.
- Time management.
- Multi task.
- Judgement and decision making.

Abilities

- Maintain the highest level of confidentiality and professionalism.
- Establish and maintain favorable and effective employee relations.
- Analyze, evaluate, and develop solutions to problems and problem areas.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Head _____

Employee _____

Director of Human Resources _____