



THE CITY OF
GOOSE CREEK
BERKLEY CO. EST. 1961 SO. CAROLINA

Human Resources Director

JOB SUMMARY

This position is responsible for performing Human Resource functions by planning, organizing, developing, implementing, coordinating, and directing related policies, procedures, and programs, and ensuring the uniform implementation in all City departments. This position reports directly to the City Administrator.

ESSENTIAL JOB FUNCTIONS

- Administers and supervises the activities and personnel of the Human Resources Department.
- Performs duties involving instructing, assigning, reviewing and planning work of others; acting on employee problems; processing Worker's Compensation information; recommending new hires, transfers, promotions, demotions and terminations; issuing corrective actions and completing employee performance appraisals.
- Works with department managers on strategic management goals related to staffing and organizational structures.
- Provides guidance, advice and procedural clarification for department management staff and employees.
- Develops and administers the recruitment program, to include vacancy notifications, advertising, applicant screening and creating recruitment strategies. Participates in interviewing and screening.
- Coordinates, administers and processes benefit programs including medical, dental, vision, disability, spending accounts and other optional insurance products.
- Provides training and education to employees on human resources topics, insurance programs, SC State Retirement, ICMA retirement program, FMLA, COBRA, EEO and City policies.
- Handles issues for employees regarding benefits.
- Ensures compliance with federal regulations and laws to include but not limited to the Family and Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, USERRA LLR, EEOC reporting, OSHA reporting and COBRA processing.
- Administers leave administration programs in compliance with FMLA and ADA regulations.
- Implements onboarding and new orientation program and processes for new hires.
- Oversees the contracts for vendors that provide benefit services, drug screening and other occupational medical services.
- Develops and implements a wellness program for City employees, including wellness screening, health education and other services.
- Writes job descriptions and approves job changes in compliance with the City's classification/compensation program.
- Develops, implements and coordinates the performance evaluation system for the City.
- Responds to EEOC claims and unemployment claims.
- Approves Personnel Action forms for employee actions, promotions, job changes, terminations, etc.
- Reports, processes and monitors Worker's Compensation claims for all departments; attends hearings and represents the City. Works with SCMIT on risk management programs.
- Remains current on federal, state and case law changes and monitors labor law updates and changes that affect HR issues.
- Conducts exit interviews, maintains retention statistics and recommends solutions to retention problems.
- Maintains personnel records.
- Coordinates special projects.
- Must be able to respond to after-hours employee injuries and accidents as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Human Resources, Business Administration, or related field required. Master's Degree preferred.

Human Resources Director

- Minimum of eight years' experience performing Human Resources responsibilities.
- Two years of HR supervisory experience required.
- Any combination of education and experience totaling ten years may be considered.
- Current SHRM – CP and/or PHR certification is preferred.
- Valid South Carolina Driver's License.

KNOWLEDGE AND ABILITIES

- Knowledge of personnel management and supervision.
- Knowledge of Human Resources industry practices.
- Knowledge of employee relations, benefits administration, performance evaluations, classification and compensation, Worker's Compensation, OSHA, EEO, LLR, Family and Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, USERRA, COBRA and personnel policy development.
- Ability to multi-task.
- Ability to negotiate problems and troubleshoot issues in the departments.
- Ability to provide supervision of staff.
- Ability to use computers and various software programs, to include Word and Excel.
- Ability to communicate effectively both orally and in writing.

PHYSICAL DEMANDS

The work requires exerting up to 10 pounds of force occasionally and negligible amount of force to move objects and the following physical abilities: fingering, hearing, mental acuity, reaching, speaking, talking, visual acuity, and walking.

WORK ENVIRONMENT

The work is typically performed in an office.

TO APPLY

Send a cover letter and resume/CV to apply@swiftwaterstrategies.com. The posting will remain open until filled.