

**BENTON UTILITIES
JOB OPENING**

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October 4, 2019

JOB CLASSIFICATION: Human Resources Manager

Benton Utilities is currently accepting applications and resumes for the above position. A job description outlining job responsibilities and qualifications can be found at www.bentonutilities.com/personnel.

Those who are interested in the position should complete an application and attach a resume then submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave., Benton, AR 72015 or a printable application is available on-line at the above referenced link. Position will remain open until filled.

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Job Title: Human Resources Manager	Reports To: General Manager
Department: Human Resources	Pay Grade: TBD
Division: Utilities- HR	FLSA Status: Exempt
Direct Reports: None	EEO Category: Officials and Administrators

GENERAL DESCRIPTION OF POSITION

The Human Resources Director is responsible for the overall administration, coordination and evaluation of all human resources and payroll functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and monitors benefit packages such as compensation, health insurance, etc.;
- Ensures compliance with federal, state, and local legislation pertaining to personnel and payroll matters;
- Manages recruiting program, including the new hire onboarding process;
- Works closely with Department Heads to coordinate new hire orientation and training to ensure a positive onboarding experience;
- Oversees payroll function;
- Ensures completion of all mandated reporting, such as 941, 945, Federal and State W-2 media reporting, Arkansas DWS wage reporting and reimbursement of claims, ACA reporting, etc.;
- Ensures personnel changes are updated in payroll system;
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Develops departmental strategic planning to enhance productivity and efficiency in support of the Utility's overall strategic model;
- Partners with Department Heads and Utility leadership to ensure an effective compensation structure, which rewards target results and achieves performance expectations;
- Drives the performance review process to ensure consistency, fairness and timeliness;
- Coaches Department Heads to provide valuable, timely and consistent reviews;
- Advises Department Heads and other managers/supervisors on counseling and corrective actions as required for employee discipline.
- Develops, maintains and interprets Human Resources policies, handbooks, procedures and guidelines to ensure compliance with government laws and regulations;
- Provides appropriate training to management regarding relevant Federal, State and Local employment laws;
- Designs and manages employee benefits programs such as life, health, dental and disability insurances, leave of absence, and employee assistance;
- Manages Workers' Compensation program;
- Responds to FOIA requests, EEOC claims, unemployment claims, employment verification requests, reference checks, etc.;
- Prepares budget of human resources operations;
- Manages Service Award program;
- Administers filing of FEMA claims relating to personnel costs, equipment usage, and contractual costs with Federal and State agencies;
- Assists Department Heads with training/licensing programs.
- Other duties as assigned.

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QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration or related field;
- Five (5) plus years in progressively responsible leadership roles preferred;
- Previous public administration experience preferred;
- SPHR preferred;
- Knowledge of operational characteristics, services, and activities of municipal administration and organization preferred;
- Knowledge of principles and practices of municipal budget preparation and administration;
- Knowledge of Federal, State, and local laws, ordinances, statues, and regulations;
- Strong problem solving and communication skills required;
- Excellent team-building and leadership skills;
- Excellent presentation skills.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Up to \$1,000,000.00

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible