

# CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

## Position Description

**Position:** Human Resources Manager

**Reports To:** Chief Executive Officer

### **Position Purpose**

Lead human resources officer responsible for all agency human resource functions, under the guidance of the Chief Executive Officer, consistent with official policies, procedures, and guidelines of the Chief Executive Officer, the Commission, the Champaign County Board, and all other relevant boards, councils, units of government and government agencies. In absence of the Chief Executive Officer and Chief Operating Officer may act as chief administrative officer. Must exercise initiative and judgement both individually and as a team to identify opportunities and challenges; develop solutions, new initiatives, and successfully present initiatives to management team and governing bodies.

### **Dimensions**

RPC operations include in excess of 150 exempt, non-exempt and bargaining unit positions.

As a grant funded agency there are numerous federal, state and local grants and programs. All have highly diverse programmatic, fiscal, and staffing compliance requirements.

The Human Resources Manager must be conversant with all specific program and general labor rules (EEO, ADA, FMLA, VESSA, Fair Labor Standards Act, Illinois Personnel Records Review Act, Head Start Program Standards and Department of Children and Family Services regulations) ~~and~~; a wide variety of professional capabilities agency programs, and understanding the overall budgetary impacts of each program initiative.

The incumbent must be skilled at successfully presenting highly sensitive information to multiple audiences, each with varying levels of experience, knowledge and interest, and be responsive to their questions, concerns and ideas.

### **Nature and Scope**

In cooperation with the Senior Management Team and Management Team the incumbent provides human resources administration for all RPC programs and related organizations administered by RPC.

Incumbent will play a significant role working with the bargaining unit, including contract negotiations and administration.

HRM is responsible for development, implementation and enforcement of personnel policies and other substantive documents in coordination with management team while

ensuring that such documentation complies with ever changing federal, state and local laws and regulations in addition to specific program/grant regulations and that personnel are aware of and understand policies and procedures and consequences of noncompliance.

HRM will establish major work objectives and develop multi-year strategies to ensure quality staff and programs.

Incumbent is responsible for the creation and maintenance of an orderly and comprehensive record keeping system to ensure the timely filing of reports such as but not limited to, EEO, CSBG, Head Start and DCFS.

HRM is expected to encourage and facilitate increased collaboration between program staff internally and externally.

Incumbent may participate in or lead special projects as assigned or approved by Chief Executive Officer.

### **Principal Accountabilities**

Incumbent is responsible for assisting management personnel in maintaining a qualified and motivated staff, including advertising vacancies, screening, selection, hiring, orientation, evaluation, disciplinary proceedings and recommendation for termination, ensuring all process occur in accordance with city, county, state and federal laws and program rules and regulations.

HRM will have significant responsibilities in negotiating collective bargaining agreements, participating in the Labor-Management Committee, dealing with CBA discipline and grievance procedures and working with AFSCME to maintain a positive relationship between management and the bargaining unit.

Incumbent will develop and coordinate performance review programs and exit interview process.

HRM will develop~~ing~~ and implement organizational training efforts.

HRM will be responsible for providing EEO data to the CEO and funding agencies as required, and for the training of new supervisory staff on the principles of EEO and non-discriminatory interview techniques.

The incumbent will be responsible for reporting work related injuries requiring medical care to Champaign County and its Workmans Compensation agent and for maintaining records of injuries as required by the Illinois Department of Labor.

Incumbent initiates and coordinates employee morale and recognition programs

HRM is responsible for coordination, facilitation and documentation of conflict resolution meetings.

Incumbent will assist other management personnel in developing and implementing staffing configurations that meets programming needs and budget limitations.

As part of management team HRM is expected to establish new initiatives and directives for agency paying particular attention to staffing constraints and opportunities.

Incumbent will develop and refer alterations to policies, bylaws and organizational structure to the Chief Executive Officer, Senior Management Team and related boards.

### **Professional Requirements**

Understanding of contemporary and progressive personnel practices and policies.

Ability to communicate professionally in both verbal and written form with individuals and groups at all levels; in and outside of the organization.

Ability to design and implement personnel policies and practices within the scope of labor, grant, and other pertinent agency regulations.

Working knowledge of grants administration and advanced problem-solving capability in a politically sensitive environment.

Master's degree in Human Resources or Business Administration or related area and three years experience in the field or Bachelor's degree in business administration or related area and five years experience in the field.

Must be able to utilize a variety of common, such as Microsoft Office Suite or specialized software applications such as Kronos HR and Child Plus.

12/1/03

12/1/06

3/20/12