



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### NOTICE OF POSITION VACANCY

The position of Human Resource Manager in the Administration Office is now open. This is an exempt full-time position. Salary will be dependent upon qualifications. Applications may be obtained at [www.ci.galesburg.il.us/government/human\\_resources](http://www.ci.galesburg.il.us/government/human_resources). Submit application, resume, and current salary **directly** to:

City of Galesburg

Attn: City Manager

PO Box 1387

Galesburg, IL 61402-1387

### NATURE OF WORK

Under the direction of the City Manager, this person performs a variety of personnel and risk management functions including staffing, record maintenance, labor relations, workers compensation and liability. Responsible for the administration of the City's Affirmative Action and Equal Employment Opportunity programs.

### EXAMPLES OF WORK

Develops and administers effective recruitment and staffing strategies, programs and policies. Oversees City's personnel system including position classifications, job descriptions, performance evaluations, job analysis, interviewing and training. Acts as principle advisor to the City administration on personnel matters; advises department heads on personnel problems and interpretation of personnel rules and policies. Responsible for the administration of the City's Affirmative Action and Equal Employment Opportunity (EEO) programs. Provides direction and training to City officials and employees; enforces the requirements of the programs; receives, refers, and monitors all queries and initiates investigation action regarding all discrimination charges as outlined in the Human Relations ordinance. Reviews appeals relating to discipline, suspensions or discharge of employees. Develops and implements personnel policies, procedures, and programs from accumulated resources and makes recommendations for current decisions and future situations. Assists with labor relations during contract talks, analyzes and recommends change in contract language as needed and coordinates negotiating sessions. Acts a chief negotiator in grievance hearings. Provides information and guidance to employees, vendors, and the general public relating to the City's EEO program. Refers questions and concerns to appropriate state and federal agencies. Prepares program descriptions, advertisements, ordinances, investigative reports, etc. having to do with the implementation of the City's equal opportunity internal enforcement including compliance issues related to the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Submits requisite Federal and State reports. Oversees the administration of the Educational Incentive Program. Serves as the administrative representative for the Employee Assistance Program, and

E.O.E.  
M/F/D/V

Dated: January 22, 2012

Todd Thompson  
City Manager



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City Safety Committee. Promotes public relations activities by directing and participating in programs to promote public understanding of the City's personnel objectives, functions, and accomplishments. Administers the Department of Transportation Drug and Alcohol Test Program for employees with a commercial drivers' license. Administers risk management programs. Works with Executive Safety Committee, administers and investigates safety issues, employee and City vehicle accidents, and liability claims; and acts as liaison with the City's third party administrator. Works with private insurance companies to recover damages to City property and payment for damages caused by the City. Oversees the Special Events Application process and makes recommendations on approval and liability insurance requirements based on risks to the City. Assists in the updating and dissemination of the Knox County Human Services Council brochure. Coordinates internal training for City employees. Performs and completes related work as required or directed by the City Manager.

### **DESIRABLE EXPERIENCE AND TRAINING**

Bachelor's degree; with coursework in human resources, psychology, sociology, labor relations, public administration, or related fields. Three to five years experience in personnel administration, labor relations, human services, and workers' compensation; or any equivalent combination of education, experience, and/or training. Knowledge of EEO Commission guidelines, rules, and regulations. Knowledge of Affirmative Action guidelines, rules, and regulations. Knowledge of the American with Disabilities Act (ADA). Knowledge of risk management practices and theories. Ability to communicate effectively with employees and the general public; including strong interpersonal, verbal, and written communication skills. Ability to establish and maintain working relationships with employees and the general public; including interactions in individual, small group, and group presentation settings. Ability to identify problem areas and make recommendations for corrective measures. Ability to manage complex projects and tasks, multiple assignments, difficult situations, and conflict resolution. Ability to become knowledgeable of the City/County's human services resources. Thorough knowledge of managerial/budgetary concepts, theories, practices, and principles, labor/management relationship concepts and adequate interpersonal skills to insure positive application of those concepts.

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