

**CITY OF TONTITOWN, ARKANSAS**  
**EXHIBIT “A”**  
**DIRECTOR OF HUMAN RESOURCES**  
POSITION DESCRIPTION - REVIEW DRAFT

|                                   |                                                                                                                                                                                                                         |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>             | Director of Human Resources                                                                                                                                                                                             |
| <b>Department</b>                 | Human Resources                                                                                                                                                                                                         |
| <b>Classification</b>             | Municipal Department Head                                                                                                                                                                                               |
| <b>Reports To</b>                 | Mayor                                                                                                                                                                                                                   |
| <b>Employment Status</b>          | <u>Appointed municipal department head; work schedule and compensation as established by the approved municipal budget and compensation plan. As established by the approved municipal budget and compensation plan</u> |
| <b>FLSA Status</b>                | To be determined by a duties-based review under applicable law                                                                                                                                                          |
| <b>Supervisory Responsibility</b> | Employees assigned to the Department of Human Resources, if any                                                                                                                                                         |

**POSITION SUMMARY**

The Director of Human Resources serves as the municipal department head responsible for administering and coordinating the City’s personnel-management functions. The Director reports directly to the mayor and assists the mayor, the City Council, department heads, and employees in the consistent implementation of duly adopted personnel policies and authorized employment practices.

The Director maintains personnel records in accordance with applicable retention, disclosure, and confidentiality requirements; coordinates recruitment, onboarding, benefits, training, employee relations, workplace compliance, job descriptions, classification review, risk-management activities, and personnel-related budget information; and provides professional recommendations concerning municipal staffing and employment practices.

The Director administers policies but does not independently create positions, establish compensation, amend Council-adopted policies, appropriate funds, or exercise duties assigned by law to an elected municipal official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administers the City’s duly adopted personnel policies and procedures consistently across departments.
2. Coordinates authorized job postings, recruitment, applicant review, interviews, reference checks, selection documentation, onboarding, and separation procedures.
3. Verifies that proposed hires satisfy the minimum qualifications established for the authorized position.
4. Maintains official job descriptions, classifications, qualification standards, and organizational reporting records.
5. Reviews proposed personnel actions for consistency with adopted policies, authorized positions, and approved appropriations.
6. Maintains personnel and employment records securely and in accordance with applicable retention, disclosure, and confidentiality requirements; maintains employee medical information in separate confidential files as required by law ~~and confidential personnel, benefits, medical, training, and employment records.~~
7. Coordinates benefit enrollment, leave administration, workers’ compensation, unemployment claims, workplace incident reporting, and return-to-work procedures.
8. Provides procedural guidance concerning evaluations, grievances, counseling, investigations, corrective action, discipline, and employee complaints.

9. Coordinates administrative compliance efforts involving wage-and-hour requirements, equal employment opportunity, the interactive process for disability accommodations, protected leave, military leave, workplace safety, employment verification, and related employment requirements.
10. Coordinates employee orientation, supervisory training, policy training, safety training, required certifications, and professional development.
11. Assists in preparing the annual personnel budget, staffing projections, compensation reviews, benefit estimates, and workforce reports.
12. Provides timely personnel reports and recommendations to the mayor and City Council.
13. Coordinates with the Clerk-Treasurer and accounting or payroll personnel so authorized personnel actions are accurately documented and transmitted for payroll and financial reporting.
14. Promptly ~~Consults~~ with the city attorney, as appropriate, regarding significant employment-law, disciplinary, investigation, public records, or litigation matters and assists in preserving applicable privileges and litigation holds.
15. Assists with insurance renewals, claims administration, risk management, safety initiatives, and loss-prevention programs.
16. Maintains documentation required for audits, legislative review, insurance review, and regulatory compliance.
17. Performs other related duties lawfully assigned by the mayor that do not conflict with law, ordinance, policy, appropriation, or the duties of another official.

#### **LIMITATIONS OF AUTHORITY**

Unless specifically authorized by law, ordinance, duly adopted policy, appropriation, or lawful Council action, the Director may not independently create or abolish positions; change titles, classifications, compensation, benefits, or reporting relationships; authorize unappropriated expenditures; execute contracts binding the City; amend or waive Council-adopted personnel policies; hire or remove another department head; exercise statutory authority assigned to an elected official; or provide legal advice on behalf of the City.

#### **MINIMUM QUALIFICATIONS**

1. High school diploma or equivalent.
2. At least five years of progressively responsible experience in human resources, personnel administration, benefits administration, payroll coordination, public administration, business administration, employee supervision, or a substantially related field.
3. Demonstrated ability to maintain confidential records and administer written policies.
4. Working knowledge of applicable federal, state, and local employment requirements and sound public-sector employment practices.~~employment practices and workplace requirements.~~
5. Effective written, verbal, organizational, analytical, and interpersonal skills.
6. Proficiency with standard office, recordkeeping, reporting, and human-resources technology.

#### **PREFERRED QUALIFICATIONS**

1. Associate's or bachelor's degree in human resources, business administration, public administration, management, accounting, or a related field.
2. Municipal-government or other public-sector employment experience.
3. Supervisory or department-level administrative experience.
4. SHRM-CP, SHRM-SCP, PHR, SPHR, or an equivalent recognized professional credential.

## **PROFESSIONAL DEVELOPMENT**

An appointed Director who does not possess a recognized professional human-resources credential shall comply with the professional-development requirements established by the ordinance creating the position, including preparation of a written development plan and reasonable progress toward an appropriate credential, subject to budgetary appropriation and continued eligibility.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Interpret and consistently administer written policies.
2. Maintain confidentiality and exercise sound professional judgment.
3. Organize and preserve complete administrative records.
4. Communicate effectively with employees, supervisors, elected officials, attorneys, auditors, insurers, vendors, and the public.
5. Recognize matters requiring legal, financial, mayoral, or City Council review.
6. Prepare clear written reports, recommendations, and supporting documentation.
7. Manage competing deadlines and sensitive workplace matters.
8. Perform duties impartially and without retaliation, favoritism, or unlawful discrimination.

## **PHYSICAL AND WORKING CONDITIONS**

The position generally requires office-based work, prolonged computer use, attendance at meetings, communication with employees and members of the public, and occasional travel for training or official business. Reasonable accommodations shall be considered and provided as required by applicable law.

## **DISCLAIMER**

This position description describes the general nature and level of work expected. It does not constitute an employment contract or an exhaustive list of every duty. Duties may be adjusted consistently with applicable law, ordinance, policy, appropriation, and the essential character of the position.

## **POSITION DESCRIPTION REVIEW AND APPROVAL**

This page is provided for review and adoption tracking. Signature does not create an employment contract or alter the appointment and removal authority established by Arkansas law and municipal ordinance.

### **MAYOR REVIEW**

\_\_\_\_\_  
Name / Signature

Date: \_\_\_\_\_

### **CITY ATTORNEY REVIEW**

\_\_\_\_\_  
Name / Signature

Date: \_\_\_\_\_

### **CITY COUNCIL APPROVAL / ORDINANCE REFERENCE**

\_\_\_\_\_  
Name / Signature

Date: \_\_\_\_\_