



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	MERC Human Resources Manager	Bargaining Unit	Non-represented
Functional Job Family	Human Resources	Classification #	8158
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	325
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Manage and administer the agency's human resources functions such as wage and salary administration, labor and employee relations, staff training, and organizational development. Serve as management team member.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Collaborate with senior management on organizational policy changes and make recommendations to ensure integrity of the human resources functions; develop and administer policies relating to all areas of human resources; provide day-to-day guidance to line managers and staff.
- Advise management on appropriate resolution of employee relations issues; provide guidance to employees regarding workplace concerns; conduct fair and impartial investigations, issue findings, and make recommendations.
- Negotiate and administer collective bargaining agreements with multiple units; identify, discuss, and resolve problems with union representatives, including demands to bargain, resolution of grievances, letters of agreement/memos of understanding, and negotiated exits.
- Provide training to managers and staff on workforce development topics and regulatory compliance information; assist managers in the development of individual training plans for staff.
- Consult with managers on organizational development issues such as reorganizations or job redesigns.
- Develop and manage compensation programs, including conducting job audits, participating in salary surveys, and conducting custom salary surveys; conduct trending analysis and recommending salary increase budget amounts.
- Coordinate with Metro's human resources, risk management, and legal departments on issues, such as recruitment and selection, Equal Employment Opportunity compliance, HRIS and payroll



management, personnel record keeping, benefits administration, workers' compensation and unemployment, and a variety of legal issues.

- Maintain relationships with outside vendors and consultants for the administration of a variety human resources functions.
- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.

Secondary Functions:

- Participate on senior management team strategic planning and leadership meetings.
- Attend a variety of meetings to provide advice and expert knowledge pertaining to human resources and represent MERC in the human resource community.
- Serve as check signer designee for MERC accounting.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position is primarily an individual contributor. This position has no supervisory responsibilities but provides guidance and leadership on specialized areas to internal clients, and to less experienced members of the work group. This position provides expert staff support to the MERC Commission as needed.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's in human resource, business administration, or other related field, and
- A minimum of five (5) years of experience in Human Resources, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of applicable employment and bargaining legislation and human resources best practices.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Strong skills in project management and time management with the ability to multi-task and prioritize work loads.
- Skill in negotiations and persuading others.
- Skill in public speaking and presenting information and ideas to individuals and in group settings.
- Strong interpersonal skills with the ability to work effectively in a dynamic environment with a broad range of employees and labor union representatives.
- Ability to effectively analyze situations and identify and resolve problems in high visibility, high stress situations.
- Ability to build strong and effective working relationships throughout the organization.
- Ability to use reason when dealing with highly emotional and volatile topics.
- Ability to communicate effectively with all levels of the organization
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.



- Ability to work various hours, including evening, weekends, and holidays.

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist.
- Frequently required to sit for extended periods of time.
- Rarely required to stand and/or walk for extended periods of time and lift, push, pull and/or carry objects up to 10 pounds.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date