



Tate & Associates

Human Resource Manager

The City of Tuskegee is seeking to fulfill the position of Human Resource Manager. The HR Manager reports to the City Manager and works as a business partner to support day-to-day operations.

The HR Manager directs human resources activities and programs in recruitment and staffing, benefits administration, job analysis and classification, compensation strategy and administration, policy development and implementation, workers compensation, and employee training, development, recognition and communications.

As a business partner, the HR Manager will consult with department heads, managers, and supervisors in managing employee relations and job performance, and ensuring compliance with city policies, rules, regulations, legislative and legal developments in the area of human resources.

Duties and Responsibilities (Partial Listing):

Plans, recommends, and implements recruitment and selection strategies, methods, and efforts.

Gathers, studies and analyzes data for compensation and benefits programs.

Manages salary and benefits administration activities; monitors performance management systems.

Analyzes, reviews, and revises position classifications and job descriptions.

Identifies training and development needs and resources, coordinates and develops training programs.

Administers and interprets provisions of city-wide personnel policies, rules, compensation and benefit plans, memoranda of understanding and administrative procedures.

Provides assistance, advice, and consultation to city departments and staff.

Monitors, evaluates and addresses city-wide response to legal, legislative and regulatory changes.

Human Resource Manager

Knowledge & Abilities:

Detailed knowledge of operations and challenges of local government; the principles, practices and methods of business and public administration related to personnel issues.

Technical practices including employment standards, testing, job analysis, position classification, employee development and training, supervision and performance management, employee benefits administration, safety and worker's compensation, current and future issues in HR administration and labor relations, use of technological tools and efficiencies including computers and business software applications.

Education & Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying.

- Master's degree in Business Administration, or Human Resources preferred. Bachelor's degree in business, human resources, or equivalent related field required.
- Five or more years of experience in professional HR administration required. An emphasis in local government experience desired.
- Human Resource certification through HRCI (PHR) or SHRM (SHRM – CP) desired.

Compensation & Benefits:

- Attractive health, wellness and retirement benefits
- Generous vacation, sick leave, and paid holiday schedule
- Competitive salary commensurate with experience

To apply, submit your cover letter, salary expectations and resume to Danielle Tate via email to danielle@tateassociatesllc.com with "Human Resource Manager" in the subject line.