

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Human Resource & Payroll Administrator
<b>Job Code</b>	1005
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	116

### GENERAL POSITION SUMMARY

The Human Resources Director is responsible for leading the strategic direction and management of the Human Resources function for the City of Rehoboth Beach. This includes overseeing all aspects of HR operations, policies, and initiatives to foster an inclusive, high-performing, and compliant work environment. The HR Director partners with the City Manager and department leaders to develop and implement strategies that align with the City's mission, vision, and values.

The Human Resource Director is a visionary leader who demonstrates advanced strategic planning, decision-making, and problem-solving skills while providing expertise in organizational development, workforce planning, employee relations, compensation and benefits, and compliance with employment laws and regulations. The HR Director plays a key role in driving a culture of accountability, employee engagement, and continuous improvement.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Develop and implement HR strategies that align with the City's goals, ensuring operational excellence and a positive work environment.
- Partner with leadership to identify workforce needs, succession planning, and talent development opportunities.
- Serve as a strategic advisor to the City Manager and department heads on all HR matters, including policy development, compliance, and employee engagement.
- Lead diversity, equity, and inclusion initiatives to promote a workplace culture of respect and inclusivity.
- Oversee the recruitment, selection, and onboarding of employees to attract and retain top talent.
- Manage employee benefits programs, including open enrollment, vendor relationships, and compliance with applicable laws.
- Ensure accurate and timely payroll processing and maintain HRIS and payroll systems for optimal efficiency.
- Creates and distributes year end documents including W-2's and 1095 forms.

## City of Rehoboth Beach, Delaware

### Job Description

<b>Classification Title</b>	Human Resource & Payroll Administrator
<b>Job Code</b>	1005
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	116

- Administer performance management programs and provide coaching to department leaders on employee evaluations and professional development.
- Develop and maintain effective communication channels to address employee concerns and promote trust.
- Provide guidance to managers and employees on conflict resolution, disciplinary actions, and grievance procedures.
- Ensure compliance with federal, state, and local employment laws, including FMLA, ADA, COBRA, HIPAA, and other regulatory requirements.
- Oversee City CDL Program including employee compliance, scheduling DOT physicals and screenings, and oversee random drug screening program.
- Represent the City in labor negotiations and oversee the administration of collective bargaining agreements.
- Design and implement training programs to enhance leadership capabilities and employee skills.
- Foster a culture of continuous learning and development through mentoring and career advancement opportunities.
- Conduct workshops and information sessions on changes to HR policies, procedures, and regulations.
- Review, develop, and enforce HR policies and procedures to reflect industry best practices and legal standards.
- Regularly assess the City's Personnel Ordinance and recommend updates to the City Manager.
- Lead special HR projects and initiatives to improve efficiency and align with organizational goals.
- Prepare and manage personnel related budget items for all departments, ensuring alignment with City priorities.
- Oversee payroll and benefit-related expenditures and ensure accurate reporting and compliance.
- Perform other human resources related duties not specified above.

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Human Resource & Payroll Administrator
<b>Job Code</b>	1005
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	116

- Attends meetings and training as needed or directed to maintain current awareness of human resources and payroll practices, laws and regulations.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Minimum of 3 years of diverse and responsible applicable experience in municipal operations or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties.
- Requires a comprehensive knowledge of human resources practices, strong oral, written, and interpersonal skills.
- NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training.
- Minimum Education Requirements: Bachelor of Science in Human Resources, Public Administration, or related field (master's degree preferred).

#### Licenses or Certifications

- SHRM (recommended)

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Advanced human resources and payroll principles, including legal and regulatory compliance.
- Strategic workforce planning, organizational development, and change management.
- Collective bargaining and labor relations.
- Employee engagement strategies and best practices in leadership development.
- Budget management and financial reporting related to HR and payroll.

#### Skill in:

- Leading and managing cross-functional teams.
- Strategic decision-making and problem-solving.
- Negotiation and conflict resolution.
- Clear and persuasive communication, both verbal and written.

## City of Rehoboth Beach, Delaware

### Job Description

<b>Classification Title</b>	Human Resource & Payroll Administrator
<b>Job Code</b>	1005
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	116

- Project management and process improvement.

#### **Ability to:**

- Build trusted relationships with employees and stakeholders at all levels.
- Foster a culture of accountability, collaboration, and inclusivity.
- Analyze complex problems and recommend actionable solutions.
- Adapt to evolving organizational needs and priorities.
- Demonstrate integrity, professionalism, and discretion.
- Work independently.

#### **WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )	X		

## City of Rehoboth Beach, Delaware

### Job Description

<b>Classification Title</b>	Human Resource & Payroll Administrator
<b>Job Code</b>	1005
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	116

Extreme heat (above 100 degrees)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (85+ decibels)	X		

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position is generally *sedentary*. Employees sit most of the time but may walk or stand for brief periods of time.

<b>Date created:</b>	01/09/2025
<b>Dates revised</b>	