



CITY OF WASHINGTON, ILLINOIS
Finance and Personnel Committee Agenda Communication

Meeting Date: April 20, 2020

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Job Descriptions: Executive Administrative Assistant, Part-Time Human Resource Specialist

Explanation: The City Administrator presented to the Committee of the Whole on Monday, August 12, 2019, the need for an administrative position to assist the clerical needs of the Department Heads, the City Administrator and the City Clerk. A staffing agency was utilized to hire a temporary Executive Administrative Assistant that begin on October 1, 2019. Since that time, the duties and responsibilities of this position have been evaluated and reviewed and there is a continued need for this position. The Executive Administrative Assistant job position description has been created and is attached.

At the time the Public Works, Engineering and other Department Director descriptions were revised, a Part-Time Human Resource Specialist position was proposed and approved for inclusion in the 2020-2021 Budget. Attached to this memo is the job description for the Part-Time Human Resource Specialist as well. This position will not be advertised until such time as the full impact of the COVID-19 pandemic is known.

Fiscal Impact: Addition of two new positions – Executive Administrative Assistant and Part-Time Human Resource Specialist.

Recommendation/

Committee Discussion Summary: The City Administrator recommends approving the proposed job descriptions.

Action Requested: Recommendation for approval of Job Descriptions.

Additional Documentation: Job Descriptions

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

PART-TIME HUMAN RESOURCE SPECIALIST

NATURE OF WORK

Appointed by and under the supervision, direction and management of the City Administrator, this position performs specialized work, research, analysis and projects in all areas of human resources, including employee compensation, employment, recruitments and labor relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides clerical and recordkeeping support as required for all City, State and federal mandated employee compensation and benefits programs, including but not limited to the: Fair Labor Standards Act (FLSA); Americans With Disabilities Act (ADA); and Family and Medical Leave Act (FMLA).

Continuously work to improve human resource processes.

Research, recommend and draft changes to policies, procedures, guidelines, manuals and job descriptions.

Explain policies, procedures and processes to job applicants, employees, City officials, customers, vendors, etc.

Provide information to managers and employees on state and federal regulations that impact the work performed.

Coordinate compensation surveys and evaluate jobs using established evaluation systems to ensure equitable wage and salary rates, both internally and externally.

Review position requisitions and recommend recruitment strategies.

Develop recruitment schedules, placement of job advertisements and interview scheduling.

Participate in employment interviews, background investigations and reference checks.

Perform multifactor data and cost analyses.

Design, compile and format important, detailed, confidential and complex reports.

Prepare and handle legal and highly confidential information related to collective bargaining.

Conduct staffing needs analysis, wage and benefit surveys.

Other duties may be assigned.

REQUIREMENTS OF WORK

Education and Experience:

Bachelor's degree from an accredited college or university with concentration in business administration or human resources and three years progressively responsible experience in a full-service human resources department; or equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Thorough knowledge of acceptable practices and standards in human resources especially compensation administration and employment processes; good knowledge of the laws and regulations that impact the work performed; knowledge of job classification methods, performance management practices, employee benefits, labor relations and professional development concepts.

Exceptional skill in public, employee and labor relations and in maintaining effective working relationships; advanced skill researching and analyzing information, reporting on results and multitasking; skill using Outlook, Word, Excel, Access, PowerPoint; payroll software and report generating software –COGNOS preferred.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; define problems, collect data, establish facts and draw valid conclusions; solve problems involving several variables where only limited standardization exists; read and interpret complex documents such as policies, procedures, regulations, laws, labor agreements and employment contracts; present information to a variety of audiences ensuring comprehension; provide testimony in claims and suits against the City; calculate fractions, decimals and percentages; interpret a variety of instructions in written, oral, picture or schedule form; and provide work instruction to other employees.

SPECIAL REQUIREMENTS

Must be bondable. Must possess a valid Illinois State motor vehicle operator's license, or have the ability to obtain one by start of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; accounting software applications; typewriter; 10-key calculator, phone, switchboard, fax and copy machine.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually moderately quiet.

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

EXECUTIVE ADMINISTRATIVE ASSISTANT

NATURE OF WORK

Appointed by and under the supervision, direction and management of the City Administrator, this position performs routine and complex clerical, administrative, and technical work in the administration of the municipal government. Assists Department Heads in administering programs and in carrying out special projects, where needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide complex administrative support to the City Administrator and oversee department office functions.

Coordinate the completion of work assignments with other Department Heads and key staff and handle special projects as assigned by the City Administrator and Department Heads.

Promote a positive City image in contacts with elected officials, members of the public, news media representatives, outside agencies and City staff.

Work cooperatively with other City departments and divisions, community organizations, boards and commissions and other outside representatives to provide uniform and superior customer service and to complete administrative projects as assigned.

Maintain highest level of confidentiality in the handling of sensitive documents, correspondence, and communication.

Work cooperatively with the City Administrator to develop marketing and public relations strategies and materials.

Work with Department Heads and others to update the City's website and social media pages to ensure information is up-to-date and accurate, and respond to requests and inquiries submitted online.

Answer routine questions pertaining to City services and programs.

Schedule appointments and meetings, attend meetings to assist members with projects, answer questions and record, prepare agendas and transcribe minutes.

Conduct special project research, gather data for use by Department Heads or City Administrator in preparing background information for decision-making purposes.

Assist in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about City services, programs, and regulations.

PERIPHERAL DUTIES

Date Prepared: 04/16/2020

Compose, type, and edit correspondence, reports, memoranda, and other informational material requiring judgment as to content, accuracy, and completeness. Set-up, organize and maintain complex files, records and reports.

Performs other related duties as may be assigned from time to time.

REQUIREMENTS OF WORK

Education and Experience:

An Associate's or Bachelor's degree and six to ten years related experience and/or training at the executive level; or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Professional knowledge of computers, modern records management techniques, office practices and procedures. Proficient in Microsoft Office Suite and Adobe Creative Suite (preferred).

Skilled in organizing and prioritizing own work activity and in efficiently accomplishing assigned tasks and projects.

Ability to establish and maintain effective working relationships with employees, supervisors, other departments, public officials and the general public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Must be bondable. Must possess a valid Illinois State motor vehicle operator's license, or have the ability to obtain one within six months of employment.

Must obtain and maintain Illinois certification as a Notary Public.

TOOL AND EQUIPMENT USED

Phone; switchboard; personal computer; copy machine; postage machine; fax machine; 10-key calculator.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is moderately quiet.