

City of WILLMAR

**HUMAN RESOURCES COORDINATOR**

**Position Title:** Human Resources Coordinator

**Department:** Administration

**Department Head:** City Administrator

**Immediate Supervisor:** City Administrator

**Pay Range:** \_\_\_ **FLSA Status:** Exempt

APPROVED: _____ REVISED: _____ REVISED: _____
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**Purpose**

This position is directly responsible for the overall administration, coordination, and evaluation of the human resources functions, including organizational analysis, recruitment, selection, retention, compensation, benefits administration, and employee relations.

**Organizational Relationships**

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant, City; *Externally* - other Human Resource Professionals, League of MN Cities attorneys,  
Supervises: None

**ESSENTIAL FUNCTIONS**

1. Administers the recruitment process, which includes preparing job notices, posting ads, scoring applications, scheduling interviews, administering applicant testing, preparing appointment letters, scheduling pre-employment drug tests and physicals, and coordinating background investigations.
2. Reviews and makes recommendations to the management team for improvement of City policies, procedures, and practices on personnel matters.
3. Coordinates City's group insurance program, workers' compensation program, pay equity compliance reporting, and position classification system.
4. Administers family and medical leave (FMLA) requests and tracks FMLA leave.
5. Administers non-DOT and Federal DOT drug and alcohol testing program.
6. Coordinates wellness program and participates on the Wellness Committee.
7. Maintains responsibility for City compliance with federal and state legislation pertaining to personnel matters to ensure compliance.
8. Administers employee recognition program.
9. Communicates changes in personnel policies and procedures and ensures proper compliance is followed.
10. Assists Administrator with labor relations, including union negotiations and employee grievances.
11. Investigates general personnel issues.
12. Provides research and information on special projects as assigned by the City Administrator.
13. Assists in conducting surveys of wages and benefits.
14. Evaluates, recommends and participates in staff development for the City.
15. Coordinates or conducts exit interviews to determine reasons behind separation.
16. Performs other duties as assigned or apparent.

Note: These examples are intended only as illustrative of various types of work performed, and are not all-inclusive. The job description is subject to change as the requirements of the job change.

## HUMAN RESOURCES COORDINATOR

### **Required Knowledge, Skills, and Abilities**

1. Knowledge and ability to successfully apply human resources best practices and to resolve the full range of problems associated with professional human resource work.
2. Knowledge of federal and state laws and regulations such as FMLA, FLSA, ADA, workers' compensation, PELRA, EEOC, affirmative action, and data practices.
3. Ability to build trusting relationships, to foster a teamwork environment, to maintain confidentiality, and to effectively manage conflict.
4. Skill and proficiency in data management and reporting tools, including Word, Excel, and PowerPoint.
5. Knowledge of public sector hiring practices and job evaluation systems.
6. Ability to clearly communicate personnel management policies and procedures to individuals and groups; demonstrated ability to edit a variety of written materials and a good use of the English language.
7. Ability to independently prioritize own work; be attentive to detail, timeliness, and completion; and provide assistance to the work of others.
8. Ability to creatively problem-solve by seeking new approaches and providing options based on thorough analysis, experience, and good judgment.
9. Ability to anticipate future trends, to evaluate impact of issues, identify the service needs of a diverse group of internal and external customers, and effectively respond to those needs.
10. Knowledge of, and ability to understand, OSHA rules and regulations and the City's safety policy.
11. Ability to handle confidential information with appropriate level of discretion.

### **Preferred Education and Experience:**

1. Previous experience in public personnel administration.
2. IPMA-CP, IPMA-CS, SPHR, PHR, CLRP, and/or CEBS certifications or coursework.

***Machines, Tools and Equipment Used:*** Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

### **Minimum Qualifications**

1. Bachelor's degree in human resources, public or business administration, labor or industrial relations, or other related field.
2. Three to five years of experience in all areas of personnel administration.
3. Excellent written and verbal communications.

### **Working Conditions**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting

## HUMAN RESOURCES COORDINATOR

and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus. and other visual activities. Uses fine motor skills.

### **Conditions of Employment:**

1. Must comply with organizational and departmental policies.
2. Must possess a valid driver's license.
3. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

### **Expected Hours of Work:**

This is a full-time position. Normal work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Some evening hours may be required.

## City of Willmar Cell Phone Subscribers

1. Public Works Supervisor - Phone
2. Police Chief – Tablet - Data Only
3. Fire Department Truck 1 – Cell Phone
4. Fire Department Truck 1 – Air Card – Data Only
5. Finance Director - Phone
6. Waste Treatment Foreman - Phone
7. Police Chief – Phone
8. Police Detective #3 - Phone
9. Police Sgt. #1 - Phone
10. Andrew Plowman – Tablet – Data Only
11. Tim Johnson – Tablet – Data Only
12. Planning and Development Director - Phone
13. Waste Treatment on call phone
14. Fire Chief – Cell Phone
15. Shawn Mueske – Tablet – Data Only
16. Ron Christianson – Tablet – Data Only
17. Steve Ahmann – Tablet – Data Only
18. Rick Fagerlie – Tablet – Data Only
19. Civic Center Manager – Phone
20. Fire Chief – Tablet – Data Only
21. Building Official – Phone
22. Public Works Foreman – Phone
23. Police Sgt. #2 – Phone
24. Police Captain – Phone
25. Fire Department Truck 2 – Air Card – Data Only
26. Fire Department Truck 3 – Air Card – Data Only
27. Fire Department Truck 4 – Air Card – Data Only
28. Fire Department Truck 5 – Air Card – Data Only
29. Fire Department Truck 6 – Air Card – Data Only
30. Marv Calvin – Tablet – Data Only
31. Denis Anderson – Tablet – Data Only
32. Audrey Nelson – Tablet – Data Only
33. Fire Department Truck 2 – Phone
34. Waste Treatment Mechanic – Phone
35. Assistant Engineer – Phone
36. Police Detective #2 – Phone
37. Is Coordinator – Phone
38. Cable Coordinator – Phone
39. Police Squad 1 – Phone
40. Police Sgt. #3 – Phone

41. Detective Sgt. – Phone
42. Police Squad 2 – Phone
43. Police Squad 3 – Phone
44. Police Squad 4 – Phone
45. City Clerk – Phone
46. Is Technician – Phone
47. Police Sgt. #4 – Phone
48. Police Sgt. #5 – Phone
49. Police Detective #3 – Phone

**LABOR RELATIONS/CITY COUNCIL PROCEEDINGS**  
**CONFERENCE ROOM NO. 1**  
**CITY OFFICE BUILDING**  
**WILLMAR, MINNESOTA**

January 13, 2016  
4:45 p.m.

The meeting of the Willmar Labor Relations Committee/Council opened at 4:45 p.m. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Tim Johnson, Steve Ahmann, Denis Anderson, Audrey Nelsen. Present 7, Absent 2. Council Member Rick Fagerlie was excused from the meeting and Shawn Mueske arrive later in the meeting.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Judy Thompson Appraiser II, and Luke Langer, Union Steward.

Council member Ahmann departed the meeting.

Item No. 1      There were no comments from the public.

Item No. 2      City Clerk Kevin Halliday presented information related to additional salary compensation for Ms. Judy Thompson, Appraiser II, who has been performing additional tasks in the absence of a full-time City Assessor. Halliday stated the contracted Senior Accredited Assessor is only in the office seven days a month, and the rest of the time Ms. Thompson assumes oversight of the office. The Council listened to Halliday's request and asked for additional information such as how many extra hours were worked, were the added tasks performed in addition to her regular job, who performed her job if there were not additional hours, how much is the cost to date and what is the source of the funding if the Council would take action. No action was taken and the item was referred to the next Labor Relations Committee meeting with a request that this be handled as soon as possible.

Council member Ahmann reentered the meeting.

Item No. 3      Council Member Christianson made a motion to go into closed session pursuant to Minn. Stat. §13D.03. to discuss negotiation strategies for the City including labor relation contracts, insurance and compensation. Council Member Anderson seconded the motion, which carried. The meeting was closed at 5:03 p.m.

Council member Mueske entered the meeting at 5:15 p.m.

The meeting was reopened at 7:45p.m. by motion of Council Member Anderson, and seconded by Council Member Johnson. Mayor Calvin declared the meeting open. No employees or public were in attendance.

Council Member Anderson made a motion, seconded by Councilman Plowman to grant the following wage increases:

2016 Compensation	Wage Increases		
	2.5% increase effective January 1, 2016	Market Rate Adjustment	Date of Market Rate Adjustment
Department Directors			
City Clerk Treasurer (Increase not added to base- One time)	\$ 2,298		
Community Dev Director	\$ 2,298	\$ 1,952	1/1/16
Finance Director	\$ 2,298	\$ 2,298	1/1/16
Fire Chief	\$ 2,050	\$ 1,640	6/22/16
Police Chief	\$ 2,157	\$ 3,451	6/17/16
Public Works Director	\$ 2,298	\$ 5,515	3/14/16
Confidential Employees			
Finance	\$ 1,218	\$ 1,948	1/1/16
Police	\$ 1,243	\$ 1,626	1/1/16
Admin Assistant	\$ 1,226	\$ 7,844	1/1/16

The motion carried five to two with Council Members Christianson and Ahmann voting "No."

Council Member Ahmann made a motion to set the City Health Insurance participation for all full-time employees at \$1,428 per month for family and dependents and have the City Attorney draft the necessary language to incorporate and/or amend all of the City's Labor Agreements accordingly. Council Member Plowman seconded the motion, which carried unanimously.

Council Member Ahmann made a motion to adjourn the meeting with Council Member Johnson seconding the motion, which carried unanimously. The meeting adjourned at 7:50 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL



Department Heads Employment Policy Summary of Benefits

Effective January 1, 2016

Holiday Leave

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

Vacation

<u>Years Employed</u>	<u>Hours Earned Per Pay Period</u>	<u>Annual Hours Earned</u>	<u>Cumulative Maximum</u>
1 - 4	3.08	80	160
5 - 9	4.62	120	240
10 - 14	6.15	160	320
15+	7.69	200	400

Personal Leave Days

2 Days Per Year  
Not Cumulative from Year to Year

Sick Leave

8 Hours/Month = 3.69 Hours/Pay Period  
No Maximum

Funeral Leave

Up to 3 working days allowed.

Health Insurance for 2016

<u>Plan Type</u>	<u>Employer</u>		<u>Employee</u>	
	<u>Monthly Share</u>		<u>Monthly Share</u>	<u>Per Pay Period</u>
<b>Traditional</b>				
Single	\$ 584.50	\$	-	\$ -
Family	\$ 1,428.00	\$	211.00	\$ 105.50
<b>Double Gold</b>				
Single	\$ 584.50	\$	135.50	\$ 67.75
Family	\$ 1,428.00	\$	586.50	\$ 293.25
<b>Minimum Value</b>				
Single	\$ 412.50	\$	-	\$ -
Family	\$ 1,154.50	\$	-	\$ -

Vehicle Allowance

\$350/month for each Department except for those assigned vehicles.

Those assigned vehicles include:

- Fire Chief
- Police Chief

Those NOT assigned vehicles include:

- City Clerk
- Community Development Director
- Finance Director
- Public Works Director

Deferred Comp Match

Pre-2016 Employees will be entitled to up to \$2,000 Maximum Per Year in matching deferred comp

Post-2015 Employees are not eligible for this match.

Clothing Allowance

The following employees are entitled to receive a clothing allowance of \$750 per year:

- Police Chief
- Fire Chief

Life Insurance \$50,000 Policy

Employer will provide a \$50,000 life insurance policy for each employee.

Long Term Disability Insurance

Employer will provide long term disability insurance.

Dental Insurance

Given sufficient interest, employer will offer dental insurance at the employee's cost.

Administrative Assistant to City Administrator Employment Policy Summary of Benefits

Effective January 1, 2016

Holiday Leave

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

Vacation

<u>Years</u> <u>Employed</u>	<u>Hours Earned</u> <u>Per Pay Period</u>	<u>Annual Hours</u> <u>Earned</u>	<u>Cumulative</u> <u>Maximum</u>
1 - 4	3.08	80	160
5 - 9	4.62	120	240
10 - 14	6.15	160	320
15+	7.69	200	400

Personal Leave Days

2 Days Per Year  
Not Cumulative from Year to Year

Sick Leave

8 Hours/Month = 3.69 Hours/Pay Period  
No Maximum

Funeral Leave

Up to 3 working days allowed.

Health Insurance for 2016

<u>Plan Type</u>	<u>Employer</u>		<u>Employee</u>	
	<u>Monthly Share</u>		<u>Monthly Share</u>	<u>Per Pay Period</u>
<b>Traditional</b>				
Single	\$ 584.50	\$ -	\$ -	-
Family	\$ 1,428.00	\$ 211.00	\$ -	105.50
<b>Double Gold</b>				
Single	\$ 584.50	\$ 135.50	\$ -	67.75
Family	\$ 1,428.00	\$ 586.50	\$ -	293.25
<b>Minimum Value</b>				
Single	\$ 412.50	\$ -	\$ -	-
Family	\$ 1,154.50	\$ -	\$ -	-

Administrative Assistant to City Administrator Employment Benefits  
Effective 1/1/16  
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Vehicle Allowance

Not provided under this contract.

Deferred Comp Match

Pre-2016 Employees will be entitled to up to \$2,000 Maximum Per Year in matching deferred comp

Post-2015 Employees are not eligible for this match.

Clothing Allowance

Not provided under this contract.

Life Insurance \$50,000 Policy

Employer will provide a \$50,000 life insurance policy for each employee.

Long Term Disability Insurance

Employer will provide long term disability insurance.

Dental Insurance

Given sufficient interest, employer will offer dental insurance at the employee's cost.

*Representative*  
Non-Organized Employment Policy Summary of Benefits

Effective January 1, 2016

Holiday Leave

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

Vacation

<u>Years Employed</u>	<u>Hours Earned Per Pay Period</u>	<u>Annual Hours Earned</u>	<u>Cumulative Maximum</u>
1 - 4	3.08	80	160
5 - 9	4.62	120	240
10 - 14	6.15	160	320
15+	7.69	200	400

Personal Leave Days

2 Days Per Year  
 Not Cumulative from Year to Year

Sick Leave

8 Hours/Month = 3.69 Hours/Pay Period  
 No Maximum

Funeral Leave

Up to 3 working days allowed.

Health Insurance for 2016

<u>Plan Type</u>	<u>Employer</u>		<u>Employee</u>	
	<u>Monthly Share</u>		<u>Monthly Share</u>	<u>Per Pay Period</u>
<b>Traditional</b>				
Single	\$ 584.50	\$	-	\$ -
Family	\$ 1,428.00	\$	211.00	\$ 105.50
<b>Double Gold</b>				
Single	\$ 584.50	\$	135.50	\$ 67.75
Family	\$ 1,428.00	\$	586.50	\$ 293.25
<b>Minimum Value</b>				
Single	\$ 412.50	\$	-	\$ -
Family	\$ 1,154.50	\$	-	\$ -

Vehicle Allowance

Not provided under this contract.

Deferred Comp Match

Pre-2016 Employees will be entitled to up to \$2,000 Maximum Per Year in matching deferred comp  
Post-2015 Employees are not eligible for this match.

Clothing Allowance

Not provided under this contract.

Life Insurance \$50,000 Policy

Employer will provide a \$50,000 life insurance policy for each employee.

Long Term Disability Insurance

Employer will provide long term disability insurance.

Dental Insurance

Given sufficient interest, employer will offer dental insurance at the employee's cost.