



Job Title:	Director of Human Resources	Department/Loc:	Administration
FLSA Classification:	Exempt	Date Drafted:	April 2025
Reports To:	City Manager & Deputy City Manager		

Position Summary

Under the general direction of the City Manager and Deputy City Manager, the HR Director is responsible for overseeing the city’s human resources department, ensuring that the HR functions align with the City of Cayce’s goals. This role involves managing the HR team, setting policies, and developing talent acquisition programs, growing employee engagement programs to attract, retain, and grow top talent. The HR Director plays a key role in fostering a positive company culture and ensuring compliance with labor laws and regulations.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Oversees recruitment, selection and onboarding processes, consults with department heads on staffing needs, and assists with developing recruitment strategies. Works with HR staff to design and administer screening processes. Participates in selection decisions and oversees the new hire orientation processes.
- Manages personnel administration and provides advice on City policies, labor contracts, agreements and procedures. Partners with senior leadership to align HR initiatives with city objectives. Advises leadership on HR-related matters and serves as an advisor on organizational design, employee relations, and performance management.
- Manages and mitigates HR-related risks by staying up to date on changing local, state, and federal employment laws. Oversee employment related legal issues/court cases. Advises and coaches employees on career development. Consults with department Directors on disciplinary procedures and actions. Ensures that conflict resolution processes are effective and fair. Manages all insurance programs, to include health, auto, general liability, professional liability, workers’ compensation, cyber insurance, and commercial auto insurance.
- Oversees compensation and benefits programs. Works with HR staff to analyze job tasks and work processes for new positions and reclassifications. Prepares/updates job descriptions. Coordinates classification studies and salary surveys. Coordinates benefit committee meetings with health insurance brokers. Reviews contracts and communicates benefit programs/options.
- Oversees training and development by identifying training needs and acceptance levels for employees. Locates and recommends training programs and consultants. Manages external training events as needed. Develops and implements talent management strategies, including succession planning and career development programs. Develops, implements, and enforces policies and procedures related to compliance, safety, and ethics.
- Oversees the City’s Safety Program and provides training resources. Serves as a liaison with insurance carriers and monitors the workers’ compensation program. Identifies safety and health issues and ways to minimize



workplace accidents. Analyzes risk management claims and programs. Assures city compliance with ADA requirements.

- Researches, creates, and maintains a health and wellness program for City staff. Occasionally performs assessments of the health and wellness program and recommends improvements. Drive initiatives to enhance employee engagement, satisfaction, and productivity.
- Provides HR direction to city staff, including prioritizing, and developing work plans, evaluating performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations, and providing training and development to city staff.
- Assists with the payroll process in conjunction with the Finance department. Includes maintaining personnel schedules, attendance records, personnel files and records, years of services/awards and cash-in benefit. Analyzes market trends to ensure the organization offers attractive, competitive packages. Ensure compensation and benefits comply with all relevant regulations and organizational policies.
- Performs other duties of a similar nature or level.

Position Responsibilities- Non-Essential/Other

- May be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated.
- May be required to attend Council meetings as needed.
- Serves as a member of various staff committees as assigned.
- Attends seminars and studies written materials to maintain knowledge of current practices in the field.
- Other duties as assigned.

Essential Skills and Experience

- Requires a bachelor's degree in business, public administration, human resource management, or a related field, and TEN (10) + years in an executive level human resources/personnel management field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.
- In addition, the ideal candidate should have HR experience in class/comp, recruitment and selection, benefits and compensation, safety and training and general administration. A master's degree in public administration, Human Resources or related field may substitute for two (2) + years of experience.
- An advanced level of interpersonal skills necessary to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the city.

Knowledge of:

- Recruitment theories and principles.
- Job analysis techniques.
- Health benefits programs.
- Health insurance management.
- Training theories and principles.
- Policy development.
- Local, state, and federal laws governing human resources.
- Personal computers and related software applications.

Skills and Abilities to:

- Interview and screen applicants.
- Interpret policies and procedures.
- Develop skills assessments.
- Perform job analysis.
- Write job descriptions and train staff to maintain and update.
- Conduct salary survey processes.
- Make presentations.
- Coach supervisors and employees on conflict resolution.
- Receive work directions and suggestions.
- Apply excellent internal and external customer service skills.
- Make presentations and develop reports that may include technical information.
- Use software as required for position.
- Use general office equipment.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|--------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Occasionally |
| • Stand | Frequently | • Crawl | Occasionally |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |



Pushing and Pulling Requirements

- 12 pounds or less Frequently
- 13 to 25 pounds Frequently
- 26 to 40 pounds Frequently
- 41 to 100 pounds Occasionally
- > than 100 pounds Occasionally

Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation.
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed