



Board of Public Utilities City of Cheyenne, Wyoming

HUMAN RESOURCES MANAGER

Division:	Executive	Class Code:	60001
Revised Date:	July 2024	FLSA Status:	Exempt

GENERAL PURPOSE:

Under limited supervision, manages, plans, directs, and coordinates the various functions of the Human Resources (HR) Division of the Board of Public Utilities (BOPU); provides advice and counsel to BOPU management and staff on HR matters; interprets and administers policies and agreements, and manages compliance to BOPU policies and procedures and federal, state and local rules and regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Directs HR functions and activities including staffing, recruitment, compensation, benefits, employee development, new hire on-boarding and assimilating, employee relations, performance management, dispute resolution, separation of employment, regulatory compliance, and HR recordkeeping.
- Serves as principal advisor to the Director and managers on HR matters; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues and recommends solutions; assures the HR activities and procedures are in compliance with all laws, policies, regulations and standards.
- Provides advice and consultation on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues, and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism.
- Counsels and trains staff on HR policies, procedures, and employment matters; assures the consistent interpretation and application of federal, state and local rules, regulations, policies, and procedures.
- Provides leadership, direction and guidance in HR strategies, policy development, priorities and employee development.
- Administers and coordinates compensation and benefit plans; addresses employee questions regarding compensation, benefits, and other HR programs; assures effective communication of benefit plan information; coordinates with providers and vendors regarding employee questions and concerns, and assures services are provided in compliance with contract requirements.
- Manages HR recordkeeping requirements; compiles data and develops technical and operational reports; maintains and enforces security and confidentiality of work-related issues and records.
- Meets regularly with BOPU management and staff to discuss and resolve workload and technical issues and procedures; interprets and explains policies, procedures, rules and regulations.

JOB DESCRIPTION

Human Resources Manager

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND six year's Human Resources program management experience, including work experience in the public sector; OR an equivalent combination of education and experience.

Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- Certification as a Professional in Human Resources (SPHR) from the Society for Human Resource Management (SHRM) is preferred.
- Depending on the needs of the BOPU other job specific training and certifications may be required.

Required Knowledge of:

- Techniques for effective management of human resources and employee relations' issues.
- Federal, state and local laws, statutes, rules, ordinances, codes and regulations governing Human Resources activities and functions.
- Principles and practices of public sector personnel administration, performance management, organizational development, confidential records management, strategic planning, and effective customer service.
- Principles of benefits program design and management.
- Principles, practices and methods of compensation and classification research and analysis.
- Contract management and project management principles.
- Instructional design and training methods to develop and present training programs.
- Principles of record keeping, records retention, records management, and file maintenance.

Required Skill in:

- Understanding and applying policies and procedures, and applicable federal and state regulations.
- Analyzing HR issues, interpreting laws and regulations, evaluating alternatives, and developing solutions.
- Understanding human behavior and motivation, identifying problems and underlying issues, resolving disputes and grievances, and bringing people together to solve problems.
- Creating a work environment that fosters teamwork, productivity and professionalism.
- Developing and recommending compensation and benefits programs, policies and practices.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Monitoring and controlling the confidentiality of employee information.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Effective verbal and written communications.

Working Conditions:

Work Environment: Work is performed in a standard office environment with occasional travel to various locations for field observation work.

Physical Demands: Light physical work requiring occasional lifting, carrying and pulling of objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus; frequently required to sit, reach with arms and use hands and fingers to operate a computer and keyboard; occasionally required to stand; walk and stoop, kneel or crouch; constantly required to verbally communicate and to hear ordinary conversations.