

CLASSIFICATION SPECIFICATION
CITY OF LIMA
An Equal Opportunity Employer
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CLASS TITLE: HR Administrator **Status:** Exempt **CODE:**

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual; oversees and administrates multiple benefit programs; Worker's Compensation, FMLA, Healthcare Plan, Vision and Dental Plans; supervise-HR Secretary I; Chair Safety Committee; Co-chair Wellness Committee; Oversee, develop and implement electronic Onboarding program; work in demanding environment with critical and conflicting priorities requiring independent judgement and immediate decision making. Manages day-to day operations of department; Oversee and prepare documentation for Random Drug Testing Program; assist HR Director with long-term projects; administer Tech/Cred Program and process for City reimbursement.

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Associates degree required. Bachelor's degree preferred. In Business Management, Human Resources or related field; five (5) years direct Human Resources experience.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following duties are intended to depict tasks performed by this classification.

Participates in developing departmental goals, objectives, and systems; makes decisions based on precedent and HR policy; plan and perform a wide variety of duties requiring a broad knowledge of Human Resources information.

Performs benefits administration to include claims resolution, communicates benefit information to employees, assists with search for new vendors.

Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; oversees scheduling, payment and documentation needed for all recruitment events; conducts new employee orientations; and places advertisements.

Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.

Assists with maintenance of Human Resource Information System records and compiles reports from databases.

Maintains compliance with federal and state regulations concerning employment.

Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (* indicates developed after

employment).

Knowledge of: Considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills; the City's and department's organizational structure and functions*; Civil Service procedures* record preparation and management; public relations; employment law.

Skill in: computer operation, ~~word processing~~, databases. MS Office knowledge, excellent written and oral communication, typing, critical thinking, time management, problem, customer service

Ability to: carry out instructions in written, oral or picture form; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public.

EQUIPMENT OPERATED:

Computer, copy machine, fax machine, laminator, telephone, printer, calculator

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License; State of Ohio Notary Commission

Council Ordinance # ____198-00____

Amended By Civil Service Board November 7, 2019

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