



**WE ARE
RICHMOND HILL**



**CURRENTLY RECRUITING FOR
A HUMAN RESOURCES DIRECTOR**



THE COMMUNITY

The City of Richmond Hill, Georgia is a quiet family community, located just minutes south of metropolitan Savannah. The city of more than 12,000 residents retains a small-town charm and offers a high quality of life for its residents. A diminished crime rate, outstanding educational opportunities, community services, recreational facilities, and beautiful scenery are but a few reasons to live here. This family-oriented city is a place where everyone can feel safe and have all the needed amenities and services expected from a supportive community.



Visitors are impressed by its southern charm, rich history, variety of outdoor adventures, fishing and great local seafood. This peaceful community has a variety of opportunities: shopping, recreational, and business. Whether you are attracted to antique hunting or you appreciate the unique heritage and architecture, Richmond Hill offers relief from the congestion and stress many times associated with large urban areas. However, the amenities of a large city are available in historic Savannah, a 25 minute drive to the north. Richmond Hill also offers a variety of hometown restaurants for an assortment of appetites and various community events during the year. With its distinctive history and scenic beauty, Richmond Hill is coastal Georgia living at its finest.



RICHMOND HILL SCHOOL SYSTEM

The City of Richmond Hill schools include: Richmond Hill Primary School (K-1), Richmond Hill Elementary School (2-3), Dr. George Washington Carver Elementary School (4-5), MacAllister Elementary School (K-5), Francis Meeks Elementary School (k-5), Richmond Hill Middle School (6-8), and Richmond Hill High School (9-12). All schools provide transportation, food service and high-tech learning environments to ensure that every student is afforded quality educational opportunities.

CITY GOVERNMENT

The City of Richmond Hill is governed by the Mayor and four at-large Councilmembers. The City Charter gives the Mayor and Council authority to appoint a City Manager. The Human Resources Director is appointed by the City Manager and reports to the Manager.

Richmond Hill has 94 full-time employees and 14 part-time employees.



CHALLENGES AND OPPORTUNITIES

The City of Richmond Hill is a rapidly growing community that is responding to demand for additional services. The new Human Resources Director will be handling challenges and opportunities to include:

- Develop strategies for maintaining a competitive employee benefits package ensuring that benefits are competitive in order to attract top talent, but also financially sustainable for the future. A review of the health insurance benefits being offered needs to be conducted.
- The current and future workforce needs to be evaluated to ensure appropriate skill sets are in place, succession planning is responsive to increased employee retirements, and recruitment efforts are attracting a quality workforce.
- Review and update the current employee handbook and Human Resources policies to ensure compliance with Federal, State and local laws and ordinances. Particular attention needs to be given to the Fair Labor Standards Act (FLSA) as it applies to Public Safety Departments.
- Develop and maintain positive working relationships with Elected Officials, City Manager and Department Heads on personnel policies, programs and employee relations matters.
- Develop and maintain effective recruiting and on-boarding processes and procedures in order to recruit and retain talent into the growing organization ensuring a positive experience and engagement of talent on their first day of employment.
- Provide focused recruitment process for the staffing of an additional fire station scheduled to be operational during the next year.
- Best practices utilizing new technology in the management of HR processes across the full spectrum of the employee work cycle must be adopted and utilized by the department.



ABOUT THE POSITION

The Human Resources Director is responsible for directing the city's human resources functions, including employee recruitment and selection, compensation and benefits, workers' compensation insurance, performance management, employee relations and employee training and development. Major duties and responsibilities of the position include, but are not limited to:

- Administers the employee benefits program, including health, life, short-term disability, supplemental policies and flexible spending accounts.
- Handles retirement/pension program (s) updates, processing and responding to employee inquiries/questions.
- Coordinates the Employee Assistance Program (EAP).
- Develops and implements human resources policies and procedures and makes updates to the employee handbook.
- Handles employee relations issues including harassment, EEOC and discrimination complaints, as well as disciplinary matters. Participates in and conducts investigations of employee complaints or concerns in coordination with the Manager's Office.
- Manages the employee drug testing program, coordinates new hire physicals and plans and oversees the employee health fair and clinics.
- Coordinates open enrollment for city employees each year ensuring benefits programs are competitive and works with vendors to obtain information, answer employee questions related to benefits and reviews and analyzes benefit offerings each year to ensure competitiveness and sustainability.
- Serves as the city's Title VI compliance representative and manages the City's ADA Transition Plan update and compliance.
- Oversees payroll preparation, local, state and federal employment and wage reporting and other required reporting.
- Coordinates and conducts employee orientations, employee training and exit interviews.

COMPENSATION & BENEFITS

Salary for this position DOQ (depending on qualifications) of the selected candidate is expected to be in the range of \$70,000—\$85,000 with a very comprehensive benefits package including:

- Health, dental and vision insurance
- Defined Benefit Retirement Plan with 5 year vesting period
- 457 Deferred Comp and 401 (a) plans with City matching
- Paid time off (personal time and vacation)
- Short-term and Long-term disability and life insurance



ABOUT THE IDEAL CANDIDATE

Candidate Qualifications:

Bachelor's Degree in human resources management, organizational development, public administration, business administration or related degree from an accredited university is required. Master's degree is highly desired.

Minimum of five years of progressively responsible human resources experience; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this job is required.

Supervisory experience required.

SHRM and/or HRCI certification is highly desired.

The City of Richmond Hill seeks a professional Human Resources Director who is a dedicated team player with a proven Human Resources record of success in leadership and management of human resources functions within a public/governmental agency or private sector organizations.

The successful candidate should be a seasoned, self-confident person who can immediately provide quality HR services to a variety of service departments in a timely manner and is able to handle problems with diplomacy and tact. This means being adept in making decisions in some areas where established procedures may not always exist.

This person must also be sensitive and support of the unique role of elected officials. Specific experience is expected in employee relations, compensation/benefits administration, employee training and development, as well as the ability to offer responsive HR support services in an employee-friendly organization.

The "ideal" Human Resources Director will also be a person who has a collaborative, approachable, and informative management style with the ability to tactfully and empathetically address HR needs and issues with department heads and employees. Candidates should possess highly-developed interpersonal and active listening skills and the ability to build the trust with the City Manager, City Officials, and City employees.

HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history not later than April 12, 2021 to: Lisa Ward, Senior Vice President, The Mercer Group, Inc., at lisaward912@gmail.com. Any questions please call 706-983-9326. Interviews are expected to be conducted Mid-May 2021. Alan Reddish, Senior Vice President, The Mercer Group, Inc., Cell: 706-614-4961.



The Mercer Group, Inc.

Consultants to Management