

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Human Resources Generalist/Employee and Labor Relations

**SALARY RANGE:** ACS Grade K Pay Range: \$51,217 - \$63,040  
Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- **Employee relations:** Counsel and guide department managers and supervisors in handling employee problems, questions, and discipline. Counsel and guide employees with personal and work-related problems. Mediate conflicts.
- **Compliance with federal laws:** Oversight responsibility for City's compliance with state and federal employment laws, including primary responsibility for the Americans with Disabilities Act, Title VI compliance; Family and Medical Leave Act; Department of Transportation Drug and Alcohol Testing requirements; etc.
- **Union negotiations:** Communicate with a diverse group of individuals representing all sectors of the labor workforce. As directed by the negotiation team this position provides direct and/or in-direct labor relations leadership and support. Assure contracts are updated on line, printed and distributed to those who need them.
- **Oversight responsibility for disability management efforts,** including assist or lead in establishing policies and procedures, ensuring compliance with changing laws and regulations, handling integration of conflicting/confusing aspects of disability-related laws; establishing and monitoring return to work and light duty assignments.
- **Full responsibility for DOT Drug and Alcohol Testing program;** serve as "DER" (Designated Employer Representative), ensuring compliance. Resolve collection problems; coordinate disciplinary actions for positive test results.
- Will attend evening meetings (Council, COW, ACS, SERS etc.) as a representative of the Human Resources.
- Shared responsibility for ACS/ACT 78/VEBA/SERS/Police and Fire/TRowe Price/ICMA/401A and 457 programs including periodic review of funds, attending meetings, recommendations for changes and/or discussions;
- Handle the coordination and/or execution of sensitive and complex special projects, as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Bachelor's degree or equivalent in Human Resources, Public Administration, Business Administration, or related field.
- Three to five years increasingly responsible full-time work experience in HR, sufficient to produce thorough knowledge of Human Resources systems, federal/state employment laws, labor relations laws, and management techniques.
- Two - four years' experience with grievances, unfair labor practices and/or arbitration is desired.
- Highly effective oral and written communication skills. The ability to turn a "no" into a "yes"; negotiation skills.
- Requires excellent research, analytical and problem-solving skills; Deductive and inductive reasoning skills.
- Advanced proficiency in Microsoft Excel software, capable of producing ad-hoc reports for various calculations. (word processing, spreadsheets, databases, internet).
- Highly tuned "radar" for red-flags. Politically sensitive; Be aware of issues and/or concerns regarding the HRIS;
- Ability to build and maintain a professional and positive relations with the public and co-workers.
- Must possess the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- Must possess a valid Michigan driver's license and must meet the City of Southfield's driving standards.
- Organizational skills and the ability to work well under deadline pressure.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

**APPLY AT:** City of Southfield, Human Resources Department, 26000 Evergreen, Southfield MI 48076  
Applications may also be downloaded from [www.cityofsouthfield.com](http://www.cityofsouthfield.com).  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

**Vr DATED:** July 23, 2020



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrrsupport@cityofsouthfield.com](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.



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