

HR Overview

The Human Resource Manager provides a wide range of human resource functions for all city departments and administers a comprehensive personnel management system. Activities can be classified into five functional areas.

General Administration

General Administration maintains the personnel management system, manages the operations of the department, and oversees compliance with legislated requirements including Equal Employment Opportunity (EEO). This function administers a variety of employee benefits, including employee medical and prescription plans as well as all fringe benefits and Cafeteria 125 plan.

Employment & Compensation

Employment and Compensation increases public awareness and participation in Macedonia City employment through advertising, targeted recruitment programs, and employment services. This function helps to administer the classification and compensation plan. The Human Resource Manager administers employee benefit programs, conducts new employee orientations, and assists in benefit awareness.

Organizational Development & Training

Organizational Development and Training provides programs to engage employees in all aspects of organizational effectiveness, update educational and proficiency levels, improve productivity, strengthen internal communications, and build a new generation of leadership.

Labor Relations

Labor Relations is responsible for collective bargaining and compliance with agreements, investigations, negotiations, administration of employee benefits, reasonable accommodation, advising departments in disciplinary matters, and interpreting and applying labor laws.

Risk Management & Insurance Program

The Risk Management and Insurance Program provides risk management and employee safety services. The Human Resource Manager assists to administer workers compensation benefits while working with the City's MCO and TPA, and is responsible for the investigation and settlement or denial of claims for City of Macedonia employees. The Risk Management aspect provides leadership and education to ensure safe work practices among all city departments.

Mission

To provide our employees and local community with human resources services to effectively hire, develop, and retain a quality workforce for Macedonia City Government.

Department Vision

The City of Macedonia Human Resource Department is a trusted partner providing valued services with integrity and compassion.

Department Values

- Be responsive and timely in communications
- Be consistent and fair
- Believe in the strength that comes from the diversity of people, thought, programs, and cultures
- Ensure customer confidence as a trusted partner
- Foster innovation and change
- Maintain honesty and integrity
- Promote employee growth and development

CITY OF MACEDONIA JOB OPPORTUNITIES

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