



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Human Resources Supervisor

Department: Human Resources

Pay Grade: 115

FLSA Status: Exempt

JOB SUMMARY

Performs highly responsible professional and administrative work, technical in nature involving the coordination of a variety of Human Resources functions, projects, and programs. Oversee multiple aspects of hiring from the initial application through orientation; maintain all personnel records; oversee and coordinate safety program, assists with city events and acts as supervisor in absence of the Director of Human Resources. Work is performed under the general supervision of the Human Resources Director.

ESSENTIAL JOB FUNCTIONS

- Receives requisitions for recruitment, verifies accuracy, logs, and tracks approval process.
- Oversees advertising of vacancies for various publications as needed.
- Oversees insurance plans.
- Supervises staff to ensure assignments are completed appropriately and timely.
- Takes appropriate steps to prevent, reduce, assume or transfer risk of loss.
- Coordinates updates to job announcements for internal and external recruiting.
- Maintains the Human Resources portion of the City's website. Confirms that employment opportunities are posted correctly on the City's Intranet and website.
- Oversees application process; pre-qualifies applicants, disseminates to appropriate departments; notifies applicant paperwork has been forwarded or declined, and maintains records and time-lines for hire. Prepares communication for applicants who were interviewed but not chosen for hire.
- Maintain and coordinate Civic HR, applicant tracking program.
- Oversees Worker's Compensation claims; coordinates with staff to confirm appropriate documentation presented to adjusters; manages and maintains the Worker's Comp quarterly reports.
- Prepare technical and administrative reports, manuals and policies.

- Oversees new employee benefits and assist with benefit conversion and COBRA with terminating employees.
- Oversees and coordinates Property Damage/Loss Reports; investigates claims filed requesting reimbursement; and completes and files all reimbursement paperwork.
- Oversees personnel and payroll updates/deductions in KRONOS and HTE.
- Assist with database for health, dental, and vision enrollment and changes. Including deduction changes in HTE for benefits. Assists employees and retirees with benefit issues. Coordinates open enrollment annually. Serves as City Benefit Coordinator for all benefit offerings.
- May represent the City at meetings of various organizations, groups, committees, job fairs, etc. as they involve recruitment and coordination of examinations efforts.
- Assist with wellness events, health fair, and other City events.
- Performs duties related to recruitment, selection and placement.
- Reviews, coordinates, approves, and tracks FMLA submissions.
- Oversees scheduling of pre-employment drug screens and physicals including DOT screenings. Verifies and reports drug screen and medical findings.
- Coordinate and maintains records associated with Training (Safety, EEOC, etc.).
- Oversees and assist with New Employee on-boarding and orientation.
- Conducts HRS screenings for Recreation personnel; coordinates maintenance of HRS records with Center Managers for compliance with HRS regulations.
- Answers questions regarding Rules and Regulations.
- Completes employee salary surveys.
- Assist in the preparation of the annual budget for Human Resources.
- Assist in responding to public and employee inquiries.
- Assist with all Human Resources Information System.
- Performs other related duties as required.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree and 3-5 years of progressive experience in Human Resources/Personnel Administration or an equivalent combination of education/training and experience. Experience in Human Resources Information Systems Preferred.

Special/Preferred Qualifications:

- Valid Florida Driver's License required.
- Civic HR, Human Resources Information System, KRONOS or HTE experience desired.
- HR Certification Institute-Professional in Human Resources or SHRM-Certified Professional preferred.
- Related supervisory experience

Knowledge, Skills and Abilities:

- Knowledge of wage and salary, classifications plans, labor standards, etc.
- Knowledge of employee relations procedures, laws, and policies.
- Knowledge of data processing applications as they relate to personnel.

- Knowledge of employee benefits programs.
- Ability to plan, organize, and schedule work projects.
- Ability to establish and maintain effective working relationships with department heads, officials and employees.
- Ability to communicate both orally and in writing.
- Ability to handle multiple projects with minimal supervision.
- Ability to conduct research, compile information, and prepare concise written reports.
- Ability to provide presentations to City employees.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

WORK ENVIRONMENT

Work is performed inside in an office environment.