



Job Description

Human Resources Director

Pay Grade: G14

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years of progressively responsible managerial experience in personnel administration.

Minimum Education Requirements: Bachelor's Degree in Personnel Administration or a related field.

Department: Human Resources.

Direct Supervisor: City Manager.

Supervisory Responsibility: Direct (8); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license. PHR or SPHR preferred.

Job Summary: Performs executive level work managing and administering personnel programs to include benefits training, employee policies, recruitment selection, labor relations and negotiations, affirmative action, EEO records, promotional testing and other personnel programs. Responsibilities also include the City's pay and classification plan, budget, risk management and overseeing the Information Technology (IT) Department.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Administer the municipal personnel programs to include benefits, employee policies, recruitment, employment, labor relations and negotiations, employee relations, affirmative action, EEO records, and other personnel programs.
- Administer risk management and all employee and retiree insurance programs.
- Update and maintain the City's Pay and Classification Plan.
- Conduct Employee Opinion Surveys and evaluate results with employees.
- Supervise professional staff in the maintenance of personnel records, including FMLA, insurance, leaves of absence, Workers' Compensation, on-boarding and orientation, Kronos maintenance, etc.
- Present City policy on personnel matters to department heads, groups, or individual employees.
- Make studies and recommendations to the City Manager concerning organization structure and staffing.
- Direct the Labor Relations program in negotiations and contraction administration, etc.
- Establish and coordinate employee training and development programs.
- Serve as official custodian of all employee personnel files.
- Investigate employee complaints/grievances, assist employees, department heads, and City Manager in resolution of complaints and grievances.
- Review and approve COLA/Merit increase for all city staff assuring that such increases conform to established pay plan.
- Coordinate and conduct exit interviews to determine reasons for separation.
- Consult with legal counsel as appropriate, and/or directed by the City Manager on personnel matters.



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- Respond to legal issues such as law suits mediations and settlement agreements.
- Handle all unemployment, EEOC, and FCHR claims.
- Supervise the coordination and planning of employee activities such as Rewards and Recognition, Relay for Life, Blood Drives, Government Week Activities, etc.
- Coordinate and administer promotional testing for Police and Fire Department.
- Negotiate Fire Contract.
- Prepare, monitor, and maintain budgets for Human Resources and IT Department.
- Handle safety program training and employee recognition; assist with emergency planning for hurricanes and other events.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles, practices, and procedures of personnel administration.
- Principles, practices, and procedures of safety programs and loss prevention.
- Labor relations practices.
- Recent developments, current literature, and sources of information in the field of personnel administration.
- Risk Management and Core Insurance Benefits.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Strong math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Resolve and negotiate complex personnel issues.
- Plan and coordinate the activities of a municipal personnel program.
- Supervise the maintenance of a variety of records, and to prepare and submit required regular and special reports.
- Analyze facts and to exercise sound judgment and to arrive at valid conclusions.
- Establish effective training programs.

Physical Demands

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



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- 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.
- 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.
- Standing: Particularly for sustained periods of time.
- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date