

**CITY OF STUART
JOB DESCRIPTION**

Title: HUMAN RESOURCES DIRECTOR

Department: Human Resources

Job Code: 1025

Grade: S25

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS:

Under direction of the City Manager, performs professional, administrative and executive level work of considerable difficulty in managing the areas of personnel relations, employee benefits, City policies and procedures, workers' compensation programs. Incumbent serves as employee advocate, performs highly responsible technical, supervisory and administrative employee relation functions. Incumbent coordinates, develops, implements and monitors a variety of personnel policies related to employee relations. Works with City staff in all aspects of employee labor relations, negotiations and interpretation of collective bargaining agreements; employee benefits; supervises staff in recruitment and selections; pay and classification; writing job descriptions; employment liabilities; in-service training, safety, workers' compensation, loss control, risk management activities and employee development programs; makes appropriate recommendations. Assists City Department Directors, supervisors, and staff in employee relations' activities. Incumbents use independent judgment and acquired knowledge in interpreting state laws, local ordinances, and City policies and regulations. Work is reviewed through observations, oral and written evaluations of submitted reports.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assures management compliance with City, State, and Federal laws regulations and policies regarding human resource programs.
2. Monitors risk management programs, employee benefit programs, including recommendation for benefits and pay classifications.

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3. Provides advice and support to all levels of management and staff with employee recruitment, hiring, orientation and disciplinary actions, as needed in the handling of employee relations matters; identifies solutions and options for varied and sensitive personnel problems; advises departments on actions necessary to assure compliance with administrative guidelines, policies, and state and federal laws; develops appropriate recommendations.
4. Monitors and evaluates employee training in the areas of: new hire orientation, supervision, safety and local state and federal government requirements, task specific, public relations, and other areas as needed.
5. Provides assistance to all levels of management and staff in meeting the training goals and requirements of their employees.
6. Monitors employee in-service training programs to meet technological program changes, or other department/employee goals.
7. Responsible for the development and production of a monthly employee newsletter.
8. Provide coordination with the City's Employee Assistance Program and operate with an open door policy toward all City employees who seek assistance or counseling while maintaining necessary confidentiality.
9. Promotes constructive communication and the exchange of ideas with and between all city employees and city departments.
10. Research and reports to City Manager and City Commission new policies and programs for City compliance with local, state and federal regulations.
11. Responsible for development and administration of department budget.
12. Provides direction, training and support in the supervision of subordinates.
13. Acts as the City liaison in meetings with benefit consultants and legal representatives.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Human Resource Management, Business, Personnel or Public Administration, or a related field from an accredited college or university with at least five years of experience in the human resource field with emphasis on direct dealing with employees and three years in a supervisory capacity or any equivalent combination of training and experience. Comparable work experience may be substituted for education requirements.

Must be in possession of a valid Florida driver's license.

B. Knowledge, Abilities and Skills:

Knowledge of accepted principles and practices of human resource administration, particularly as they relate to, employee advocacy.

Knowledge of applicable local, state and federal laws and compliance issues.

Knowledge of insurance and risk management programs.

Knowledge of collective bargaining negotiations and labor agreements.

Knowledge of employee training and orientation, programs and procedures.

Knowledge of city regulations, policies and procedures.

Knowledge of current human resource software preferred.

Knowledge of supervisory principles and practices.

Ability to enforce departmental and City policies, regulations, and procedures.

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Ability to present various training programs and employee orientation sessions in a clear and concise manner.

Ability to communicate effectively and courteously, both orally and in writing, with all levels of City staff, public officials, and the general public. Ability to maintain confidentiality as appropriate.

Ability to establish effective working relations with City staff, officials of other governmental jurisdictions, insurance agencies, the news media, and the general public.

Ability to utilize computer with various software.

Ability to make arithmetical computation

Ability to research, report and implement mandatory and elective benefit programs.

Skill in the interpretation of employee union contracts and stated issues of concern to employees in a way that generates constructive communications; that provide a clear identification of problems; and that provide alternative solutions in a timely manner.

Skill in providing employee advocacy on human resource matters in a manner that assures the maintenance of confidentiality, as appropriate.

Skill in public and employee relations.

Skilled in the operation of a motor vehicle under adverse conditions.

C. Physical Requirements:

Task involves frequent walking; standing; reaching; stooping; bending; some lifting and carrying objects of moderate weight (30 pounds); and/or the operation of vehicles, office, keyboard, or office equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires sound perception and discrimination.

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee