



**HUMAN RESOURCE DIRECTOR
JOB DESCRIPTION**

JOB TITLE: Human Resources Director	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 152	DEPT: 1210 Administration	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for supervisory work, daily operations and administration of the Village human resource functions including but not limited to policies and procedures, recruitment, selection, training, collective bargaining, benefits administration, job classification and compensation, risk management, insurance, legal/employment issues, labor and employee relations. Completes special projects assigned by Village Manager.

SUPERVISION EXERCISED: Relevant Human Resources staff and others as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises, directs and evaluates assigned staff. Plans, organizes and coordinates the recruitment and selection of employees including but not limited to advertising, assisting department directors with interviews, testing, background and reference checks and selection of most qualified applicant; conducts new hire orientation and training. Oversight of drug free workplace and pre-employment physicals.
- Makes recommendations, develops and implements human resources policies and procedures in accordance with federal, state and local laws, including but not limited to FLSA, EEO, ADA, OSHA, FMLA COBRA, and DOL.
- Consults with Village Manager, and other officials to review personnel-related issues, review department operations/activities, review/solve problems, receive advice/direction and provide recommendations.
- Provides supervision and technical assistance in labor, employment, and other human resources issues to ensure compliance with federal and state laws, and collective bargaining agreements.
- Participates and prepares strategic plan documents for the department and assists other department with human resource issues.
- Has oversight of the payroll system, overtime regulations, personal leave and time clock adherence.
- Chairs the safety committee and communicates with other departments safety concerns.
- Plans, develops and administers employee benefit programs including but not limited to pension, health and life insurance, employee assistance program and others in coordination with the Finance Department.
- Coordinates risk management program including but not limited to Workers' Compensation, Property, Casualty and General Liability Insurance.

- Supervises contracted risk manager or utilizes approved vendors to ensure quality levels of training are maintained in our risk management programs.
- Maintains position classification and pay plan, including but not limited to job audits, job descriptions, wage surveys, performance evaluations, staffing recommendations.
- Coordinates and conducts seminars, training programs and briefings on human resources policies and programs for department managers and employees.
- Maintains the official personnel files; responds to public information requests in accordance with Florida Public Records law; handles employment verification.
- Participates in collective bargaining; researches and prepares proposals; assists with contract negotiations and implementation, impact bargaining, grievance resolution.
- Directs employee relations activities including but not limited to distributing paycheck inserts, community/voluntary/charity events, exit interviews; serves as a general information resource and/or counselor for employees.
- Investigates complaints; meets with employees and the general public.
- Ensures adherence to the Commission on Ethics and other regulatory local agencies.
- Prepares and submits an annual fiscal budget
- Coordinates activities with other departments; acts as a liaison with other agencies.

OTHER DUTIES:

- Attends meetings and conferences, including Council meetings and other public meetings.
- Assists Village Manager with various tasks; conducts research, prepares documents.
- Responds to emergency calls as needed. Trained in emergency management, FEMA and NIMS protocol.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in public or business administration, or related field;
- PHR or SPHR, or SHRM-SCP or IPMA-HR certification preferred.
- Prefer Master's degree in public administration, or related field;
- Minimum five (5) years progressively responsible municipal experience;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of practices and principles of public administration.
- Considerable knowledge of the practices and principles of public personnel administration.
- Demonstrated municipal professional experience at progressively responsible levels.
- Demonstrated ability to plan, schedule and complete multiple projects and objectives; ability to establish long and short term programs.
- Considerable analytical skills; ability to solve problems, exercise sound judgment and initiative; ability to work independently.

- Ability to establish and maintain effective working relationships with employees, unions, agencies, public officials and the general public.
- Ability to effectively meet with citizens and employees; ability to handle customer complaints.
- Ability to communicate effectively both orally and in writing; ability to make public presentations.

SPECIAL REQUIREMENTS:

Valid Florida State driver's license or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to sit for extended periods of time at a desk and is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Computer, laserfiche, calculator, telephone, copier, fax machine and other commonly used equipment related to position.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works outside. The employee is exposed to a climate controlled, air-conditioned environment. The noise level in the work environment is moderately quite while in the office.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, background and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Created: 7-01-04

Revised: 12-14-04

Revised: 11-05-08

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Revised: 5-17-16

Revised: 10-13-17