

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: HUMAN RESOURCES
REPORTS TO: CITY MANAGER**

HUMAN RESOURCES DIRECTOR

GENERAL DESCRIPTION:

Highly responsible, professional, administrative, and supervisory work managing the City's Human Resource and Risk Management programs and assisting and supporting other administrative functions. Responsible for planning, organizing, and directing the activities of the Human Resources Department. Staff and for establishing, interpreting, and advising senior and line management on human resources policies and procedures. Exercises a high degree of discretion, initiative, and independent judgment. Work is reviewed through conferences, observation of program effectiveness, and periodic oral and written reports.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Oversees the City's comprehensive human resources program, including all aspects of human resources management and personnel administration.

Exercises leadership and provides advice in the development and implementation of human resources, policies, procedures, and programs.

Develops, manages, and carries out programs and tasks to improve employee and organizational effectiveness and to meet goals, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, safety, and wellness.

Administers liability, workers compensation, loss control and risk management functions.

Prepares and manages division budget.

Supervises staff and operations.

Prioritizes activities.

Serves as liaison with all departments' management, senior management, and employees as interpreter of personnel rules and policies, union contracts, laws and legal issues related to human resources management.

Advises, counsels, informs, and recommends solution to management and employees on human resource matters.

Conducts and/or oversees investigations and research projects.

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Responds to public and employee inquiries.

Represents the department, division, and County at meetings, conferences and negotiations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough knowledge of current principles and practices of human resources management, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, safety, workers' compensation, risk management, collective bargaining, equal employment, and unemployment compensation. Thorough knowledge of federal, state, and local legislative, regulatory, and judicial requirement applicable to the area of human resources management. Knowledge of modern supervisory and management techniques. Knowledge of the structure and functions of local government and of public administration principles. Ability to effectively direct and supervise the work of staff and to ensure that the duties are carried out in a timely, equitable, and reasonable manner. Ability to establish and maintain effective relationships with a wide variety of individuals internal and external to the department and organization. Ability to communicate effectively with a wide variety of individuals and groups in a wide range of situations. Ability to present ideas, programs, and recommendations clearly, concisely, and accurately to groups and individuals, orally and in writing. Ability to maintain current and accurate knowledge and expertise in the human resources field. Ability to research and analyze data and situations and to develop and recommend sound solutions and courses of action. Ability to conduct investigations, interview witnesses, and make effective decisions using sound judgment in accordance with policies, procedures, and legal requirements. Proficiency in the use of standard office equipment, including computers, word processing, presentation, spreadsheet, and HRIS applications. Must be physically capable to perform essential functions as required.

TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited four year college or university in Human Resources Management, Public Administration, Business Administration, or related field. Five years professional human resources experience and two years of supervisory experience. Local government human resources experience preferred. Master's degree in above fields and professional human resources certification preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

Revised December 2006