



## **CITY OF PAHOKEE JOB DESCRIPTION**

**JOB TITLE:** Director Human Resources

**REPORTS TO:** City Manager

**DEPARTMENT:** Human Resources

**SUPERVISES:** Risk & Safety Manager

**FLSA:** Exempt

### **SUMMARY:**

The purpose of this position is plan, organize, and direct the activities of the Human Resources and Risk Management Department and staff, including policy development, workforce planning and employment, compensation, benefits, performance management, risk management, regulatory compliance, organizational and professional development, and labor and employee relations. Advises and provides recommendations to the city commission, city manager, department heads, supervisors, and employees in a comprehensive range of related matters while ensuring compliance with local, state, and federal laws. Establishes and implements short-term and long-term department goals, objectives, policies, and procedures in alignment with the

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Processing employee concerns and problems, directing work, counseling, recommends disciplinary actions, and reminds Directors to complete employee performance appraisals.
- Provides overall leadership and guidance for the City's HR function by overseeing talent acquisition, employee relations, career development, succession planning, retention, training, risk management, and compensation and benefits.
- Directs the advertisement, recruitment, testing, and placement of personnel through various media for authorized position vacancies using established position requirements.
- Directs the processing of new employees; and oversees the establishment of appropriate HR files.
- Consults with the city manager and department directors to make recommendations regarding department organization and staffing requirements.
- Process payrolls. Inputs all deductions, changes, etc. Distributes the payroll checks.
- Assist City manager Conducts review of the classification plan through job analysis studies of positions; develops classification structure and related job descriptions.
- Conducts wage and benefits studies to ensure compensation for positions is equitable and competitive with surrounding communities to effectively recruit and retain qualified personnel.
- Develops HR plans and strategies in support of the City's strategic business objectives.
- Develops and revises City policies and procedures to be in compliance with federal, state, and local law.
- Develops requests for proposals (RFP's) for various HR-related services and systems.
- Prepares personnel services cost computations for all departments for inclusion in the yearly budget.
- Manages the alignment of the City's human resources needs and its information systems.
- Manages the City's handling of grievances, and proposed disciplinary action.
- Assist with reviews and approves all employee performance appraisals to ensure compliance with the City's pay-for-performance plan.

- Researches, compiles, and prepares reports on HR policies, programs, and procedures.
- Serves as liaison to City Manager's Department and aligns department's objectives to the City's strategic direction.
- Writes, reviews, revises, and/or implements related programs and policies.
- Collaborate with City Manager and Department Heads to create, implement, and assure integration into normal business operations a comprehensive succession plan that supports the City's strategic business plan.
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- Perform all other duties as assigned.
- All employees may be required to work before, during and / or after a natural or man-made disaster or hurricane.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

- Requires Bachelor's degree in human resource management, business administration, public administration, communications, or related field.
- OR
- Requires Five or more years of progressively responsible human resources experience (municipal government experience preferred), including three years in a supervisory capacity; an equivalent combination of education, certification, training, and/or experience may be
  - **COMPUTER SKILLS:**

Knowledge of Microsoft Windows and Microsoft Office.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, vendors, customers/residents, and the general public.

### **PHYSICAL & MENTAL REQUIREMENTS:**

The physical and mental requirements 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 is frequently required to speak, read, hear, see and write the English language.
- The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift, carry, push and pull items weighing up to 30 pounds.
- The ability to perform routine and complex task.
- The ability to control behavior when encountering stressful situations, such as uncooperative peers, oral presentations, or when encountering necessary deadlines.

- The ability to handle pressure of deadlines.

\*Denotes essential functions of the job. City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Should you have any questions about this policy or these job duties, please see your manager.

\*\*\*This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.

**ACKNOWLEDGE:**

I acknowledge that I have read the job description and requirements for the Director of Human Resources position and I certify that I possess the requisite qualifications and skills to perform these essential functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness