



DIRECTOR, HUMAN RESOURCES
FLSA: Exempt
Grade: 41 \$100,907.69 - \$161,452.28

GENERAL DEFINITION

This is highly responsible, complex and diverse executive-level work in planning, organizing and directing the activities of the Human Resources Department. Work involves responsibility for the management and administration of the City's human resources systems in a manner consistent with modern human resources practices and to assure compliance with merit system principles and collective bargaining agreements; and assists managers in planning and carrying out their human resources functions. This position also oversees the City's Risk Management functions. Directs and manages recruitment and selection, classification and compensation, benefits, performance management, equal employment opportunities, non-technical training, and a wide array of other related activities. Provides advisement and assistance directly to the City Manager regarding all matters of human resource functions as well as risk management administration undercharge.

This is a position in the non-classified service that serves under contract with the City Manager. Work is performed independently under the general supervision of the Assistant City Manager or City Manager. The individual in this position makes significant decisions in accordance with City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact to the City Manager and/or Assistant City Manager.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Develops and manages a broad array of public human resources programs; defines standards and principles of operation and establishes program objectives.
- Provides general and/or specific interpretation of HR policies and guidelines; recommends or develops new policies when necessary
- Directs the staff of the Human Resources Department.
- Proposes strategies for how employees are recruited, tested, selected, compensated, promoted, disciplined, and developed and directs the implementation of approved strategies.
- Determines the adequacy of HR systems and policies to support the City's mission and improves systems, techniques, procedures, and methods to that end.
- Consults with and advises city management and department managers on difficult or complex human resource matters.
- Develops a consulting and joint planning relationship with the management staff of each operating department for the purposes of achieving effective workforce planning and consistent application of the human resources system through the organization.
- Manages the City's investigation of and response to grievances, workplace violence threats, discrimination, sexual harassment, hostile workplace, and other employee complaints of a serious nature.
- Responsible for the management and administration of Risk Management.
- Assures fair and equal treatment of applicants and employees and the consistent application of Civil Service rules and adopted HR policies.
- Develops and directs the implementation of strategies for employee training and organizational development.
- Advises and counsels employees regarding their rights and responsibilities.
- Manages the employee security access control system.
- Discusses matters of mutual concern with bargaining representatives.
- Directs the preparation of and presents the annual budget.
- Provides staff support and assistance to the Civil Service Board.

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- Provides advice on bargaining strategies for negotiations with unions; serves as a member of the labor relations management team.
- Responsibility for the management and administration of workers' compensation and Safety Program.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of an organization-wide human resources function.
- Comprehensive knowledge of the various disciplines of the field, e.g., collective bargaining, employee relations, compensation and classification, and benefits administration.
- Comprehensive knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned by City Administration.
- Substantial knowledge of policies, procedures, regulatory standards and trends and developments in legislation affecting human resources administration.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with policies and regulatory standards applicable to the work.
- Ability to evaluate, analyze, interpret and provide recommendations regarding employee relations, collective bargaining contracts, benefits administration, and classification and compensation.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

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- Executive-level interpersonal, leadership, planning, management and communications skills.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Master's degree from an accredited college or university in Human Resources or related field and 8 years of progressively responsible experience in human resources, with three years in a manager/supervisory/senior-level capacity. Or a Bachelor's degree from an accredited college or university in Human Resources or related field. PHR certified and 10 years progressively responsible experience in human resources, with three years in a manager/supervisory/senior-level capacity. Broad exposure to all major human resource functions.

PREFERRED

SPHR Certification. Two years of Public Sector Experience.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described herein are representative of those typically performed by an employee in this classification.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date