



CITY OF DeBARY, FLORIDA

Employee Job Description

HUMAN RESOURCES DIRECTOR

Department:	Position # 104	Exempt:	Yes
Reports To:	City Manager	Pay Grade/Wage:	22
Position Type:	Full Time	Hours:	40 hrs/week

Job Summary:

The Human Resources Director provides strategic leadership through planning and directing activities of the Human Resources Department including employment, succession planning, training and organizational development, employee relations, compensation and benefits, and policy administration. Duties performed are of a highly confidential nature involving actions requiring independent judgment.

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides a leadership role for the City through the administration and direction of the Human Resources Department.
- Plans, directs and organizes Human Resources related functions including employee relations, compensation and benefits, employment, succession planning, training and pay and classification studies.
- Provides consulting services to City departments in identifying their needs and making recommendations for strategic, systemic, or structural changes.
- Ensures the City is compliant with all applicable federal, state and local laws, and rules and regulations in the areas of Human Resources and employee relations.
- Conducts management investigations in response to complaints or allegations of improper conduct.
- Manages the administration of all employee benefits including medical, dental, vision, life, disability, health savings accounts, and retirement plans.
- Assists management in the development and delivery of employee disciplinary actions.
- Manages workers' compensation claims, coordinates with the City's insurance carrier and monitors employee progress.
- Oversees the Employee Safety Advisory and Wellness Committee,
- Coordinates Health and Safety Fair, benefits open enrollment, individual and group meetings with City's retirement specialist, the annual food drive and other employee-related events.
- Acts as the custodian of employee personnel files and maintains personnel records through appropriate systems, forms, procedures, and methods of recordkeeping.



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QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner and successfully pass a background check. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Requires a Bachelor's degree in Human Resources Management, Business, Public Administration or a closely related field from an accredited college or university.
- Five years of professional experience of a progressively responsible nature including employment, compensation, benefits administration, management and organizational development and employee relations is required.
- An equivalent combination of education, experience and training which provides the required knowledge, skills and abilities may be considered for minimum requirements.
- Public sector experience in municipal government is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of human resources management theories, principles, methods, and practices.
- Knowledge of human resources policies, procedures, systems, processes, and laws and regulations.
- Knowledge of public sector government and administration.
- Skill in applying job evaluation, classification, and compensation analysis and administration techniques, methodologies, and practices.
- Ability to research, analyze, interpret, and apply laws, rules, regulations, policies, procedures, and guidelines.
- Ability to develop, recommend, and administer human resources programs and systems.
- Ability to compile and analyze data using quantitative and statistical analysis techniques.
- Ability to read, understand, interpret, analyze, apply, and administer provisions of the City's personnel policies and employment laws and regulations.
- Ability to exercise independent judgment and discretion in performing job functions.
- Ability to operate standard office equipment, including a personal computer and related software.
- Ability to perform mathematical calculations.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships.
- Ability to perform independently a wide variety of assigned tasks.



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CERTIFICATES, LICENSES, REGISTRATIONS

PHR, SPHR, SHRM-CP or SHRM-SCP credentials preferred. Possession of a valid Florida driver's license or ability to obtain within four weeks of date of hire and maintain throughout employment is required.

WORK ENVIRONMENT/ADA

While performing the essential functions of this job the employee will work in a normal office environment with a frequent need to move about, sit, communicate, operate computers, and other office equipment during the course of the workday.

Acknowledgement of receipt of Job Description.

Employee Signature

Employee Printed Name

Date