

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: DIRECTOR OF HUMAN RESOURCES (343).**

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#### **GENERAL STATEMENT OF JOB**

Under administrative direction provides comprehensive administration of all human resources activities for the city. Responsibilities include planning, directing, and coordinating personnel, payroll, insurance, and risk management administration. Position provides executive level leadership in developing, selecting, implementing, and monitoring city policy and procedure in all personnel matters such as testing and hiring of applicants and Worker's Compensation issues. Work is self-directed with a periodic evaluation based upon achievement of specific goals and an executive level of performance.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Advises/resolves a wide range of routine and non-routine personnel problems and difficulties that arise, i.e., discrimination complaints, disciplinary actions, federal and state regulatory compliance, benefits administration.

Plans, coordinates and implements city policy and procedure for comprehensive personnel administration, i.e. testing and hiring applicants, wages and working conditions, payroll issues, terminations, benefits programs.

Plans, coordinates and implements all Worker's Compensation policy and procedure in reference to such areas as claims management, establishment of city medical panel, settlement options.

Plans, coordinates and implements all risk management policy and procedure in reference to such areas as safety incident reporting, establishment of city safety committees, insurance requirements for contractual projects, and settlement options.

Prepares, analyzes, and/or summarizes various routine and non-routine reports monthly and annually for the purpose of maintaining compliance with established federal and state laws and regulations and for evaluating performance of programs administered under charge.

Attends various county, state, federal and city meetings, conferences, and hearings to present recommendations, represent city administration, acquire information, and/or represent the Human Resources Division.

Conducts research, procedural and administrative studies, and prepares reports relative to policy development and implementation, recommending solutions or courses of action regarding human resources issues.

Plans, coordinates, and controls the city's health insurance administration, and prepares monthly and annual reports for managing the program, presenting settlement options, and outlining health plan content.

Performs related work as required.

Performs emergency response duties as necessary.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree, in Human Resources, Public Administration, or closely related, Risk Management certification, supplemented by minimum seven (7) years progressively responsible work experience in personnel management, three (3) of which shall be acquired in at the management level, or an equivalent combination of education, experience, and training.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and understanding of the principles and practices of human resources administration.

Knowledge and understanding of the principles and practices of personnel health insurance administration.

Knowledge and understanding of the organizational, functional and financial challenges of administering a municipal human resources program.

Knowledge and understanding of insurance, Worker's Compensation, Risk Management, and personnel issues as they relate to federal and state regulatory compliance.

Knowledge of long range planning principles and methods.

Skilled in both written and oral communications for effective expression of ideas and clarity in task assignment.

Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.

Ability to present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective work relationships with other employees, city officials, federal and state regulatory agencies, and various safety and medical committees established by the city.

Ability to professionally represent city administration to members of the public and private individuals expressing concerns in any area of human resources administration.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date