

HUMAN RESOURCES DIRECTOR

MAJOR FUNCTION

This is a professional position responsible for planning, directing, and managing the personnel in the department whose activities include recruiting and selecting employees, conducting orientation, affirmative action and equal opportunity employment, compensation and wage/hour compliance, training, clinic supervision, record keeping, labor relations, and employee relations.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Exercises sound judgment in the principles and practices of human resources management.
- Performs investigations into complaints of harassment, discrimination, and other violations of organizational policies or federal and state laws regarding employment. Prepares reports and recommends actions.
- Ensures the County's compliance with all federal, state, and local employment, wage, and discrimination laws.
- Researches and prepares the necessary policies to ensure compliance.
- Advises and makes recommendations to the County Administrator on changes in County policies, procedures, rules, regulations, and matters of workforce development and management.
- Acts as the lead negotiator for all collective bargaining agreements; provides interpretation of said agreements to County Administrator and County Commission.
- Oversees the County Risk Management and safety Programs
- Makes final determinations regarding employee terminations.
- Responsible for the development, implementation and compliance of the County's EEO and ADA programs.
- Responsible for the recruitment of new and replacement employees Countywide.
- Responsible for the training and development of the Countywide workforce in the non-technical skills areas.
- Oversees the Employee Health Clinic; responsible for all employment physicals, workers' compensation case management, and employee inoculations for the County and joint constitutional offices.

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- Responsible for the collection, maintenance, and safe keeping of all personnel records.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor Degree in Human Resources, Business or Public Administration, with Master Degree preferred; with five to seven years of progressively responsible human resource experience, the majority of which shall have been in a management capacity; or an equivalent combination of training and experience.

Licenses

Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

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.

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- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.

Mathematical Skills

- Ability to apply mathematical operations to such tasks as frequency distribution of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such of basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Extensive knowledge of the principles and practices of human resource management.
- Knowledge of the practices of public sector employment and administration.
- Knowledge of or ability to research and implement compliance with federal, state and local regulatory requirements regarding employment and workforce management.
- Ability to maintain knowledge using current literature and sources of information in public sector employment.
- Ability to direct and manage professional, technical, medical, and clerical employees.
- Ability to research and analyze data and make recommendations.
- Ability to interview witnesses and make employment decisions using sound judgment in accordance with policies and procedures.

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- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

Possession of a cell phone is a requirement.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, and to use hands to finger, handle, or feel; will frequently be required to talk or hear; and will occasionally be required to stand, walk, and lift up to twenty-five pounds. Vision requirement for this job is close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this job is moderate.

Established: 10/99

Pay Grade: 28

Job Description Number: 1029

Category: 1

Status: E

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