

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Director of Human Resources & Risk Management
DEPARTMENT: Human Resources & Risk Management
FLSA STATUS: Exempt

GENERAL PURPOSE:

Plans, organizes, and directs 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 City's strategic direction.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. 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.

- 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
- Directs and manages the human resources staff to include scheduling, training, coaching, and counseling; authorizes leave and overtime
- Consults with the city manager and department directors in order to make recommendations regarding department organization and staffing requirements
- Conducts review of the classification plan through job analysis studies of positions; develops classification structure and related job descriptions

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- 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 labor relations program including collective bargaining, contract administration, handling of grievances, and proposed disciplinary action
- 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
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resource management, business administration, public administration, communications, or related field, master's degree preferred; and ten (10) or more years of progressively responsible human resources experience (municipal government experience preferred), including five (5) or more years in a supervisory capacity; an equivalent combination of education, certification, training, and/or experience may be considered.

At least one nationally recognized HR Certification required: e.g. Professional in HR (PHR), Senior Professional in HR (SPHR), Certifications in Compensation and/or Benefits or Labor Relations, or certification through the International Public Management Association (IPMA).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current practices in HR employment law, compensation, recruitment, organization development, employee relations, and employee development

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- Knowledge in the administration of insurance benefits, pension plans, and compensation programs, with the ability to research and recommend new providers and/or programs
- Advanced knowledge in the use and application of a Human Resources Information Systems (HRIS)
- Working knowledge of Microsoft Office products (Word, Excel, and Outlook) and report generating or similar software
- Knowledge of budgeting principles and practices
- Skill in providing good customer service
- Skill in relationship building and employee coaching
- Skill in organizational management
- Ability to lead and develop HR department staff members
- Ability to serve as a knowledgeable resource to the City's management team and supervisors
- Ability to learn new software quickly
- Ability to effectively multi-task, assign, and prioritize assignments within the department
- Ability to coach organization managers in the practice of performance management and maintain a high level of confidentiality
- Ability to handle diverse situations with discretion, sensitivity and tact
- Ability to develop presentations through PowerPoint or other presentation software
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date