

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

This is an at-will Administrative Officer position, responsible for managing the daily operations of the Human Resources & Risk Management (HR) department by providing guidance and direction to subordinate staff in order to fulfill the mission and objectives of the HR department. Acts as an HR consultant to the City's managerial staff, providing guidance on workforce planning, performance management, and other related issues, ensuring that HR-related decisions are made in compliance with current laws, regulations, statutes, and City policies. Acts as backup to the HR Director and the Risk Manager.

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.

- Manages the day-to-day work of HR staff: assigns tasks and projects; reviews work and assists staff with prioritization and completion of assignments; approves leave and overtime requests; evaluates performance and recommends and issues disciplinary actions as needed; Coaches and mentors staff; provides opportunities for growth through work assignments and training
- Manages and coordinates the recruitment and hiring process, including the advertisement, recruitment, testing, and placement of personnel, the development and administration of testing, and the creation of eligibility lists and applicant correspondences
- Supervises and monitors the maintenance, updates, and usage of the City's online performance management system
- Advises managers and supervisors in the performance management procedures of the City and guides them through matters involving employee evaluations, coaching, performance improvement plans, position changes, disciplinary actions, and terminations of employment
- Oversees the department's benefits administration services including the City's annual employee benefits open enrollment process; ensures that all benefits are entered and audited in a timely and accurate manner; oversees the updates to and maintenance of the City's online benefits administration system; and approves monthly bills to insurance providers
- Oversees the maintenance of the City's classification and compensation program, including any changes in pay policies and position changes
- Supervises the development and maintenance of the human resources sections of both the Intranet and Internet: particularly recruiting, benefits, and onboarding

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- Oversees the onboarding process for new employees and the end of employment procedures for exiting employees, including exits interviews and benefits processing
- Leads employee relations, recognition, and retention efforts
- Drafts Ordinances, Resolutions, policies, and procedures
- Calculates pay changes, contract proposals, budgets, and other complex calculations using spreadsheets and report-writing software
- Coordinates City-wide training and development program, including making recommendations and schedules for training, developing and / or conducting courses, researching trainers and pricing, and communicating educational opportunities
- Ensures that entries into the HRIS are accurate and made in a timely manner
- Ensures that all processes remain current with existing laws and related legislation; and researches and informs staff of developments and changes in HR policies, programs, technology/resources, and best practices
- Recommends changes and participates in the requests for proposals (RFP) process, as well as selection of benefits providers and consultants
- Participates in management and department staff meetings and attends other meetings and seminars as needed
- Assists the HR Director in labor relations negotiations including collective bargaining, drafting contract language, calculating proposal costs, contract administration and interpretation, handling grievances, and drafting disciplinary documents
- Assists with the development of department goals, objectives, and systems and with the development of the annual department budget; monitors expenses throughout the fiscal year
- Cross trains with the Risk Manager to provide backup administration of FMLA, disability, worker's compensation, fitness-for-duty, wellness programs, drug-free workplace, workplace investigations, and handling liability and safety incidents

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resource management, business administration, public administration, communications, or related field, master's degree and HR certification preferred; and a minimum of six (6) years of experience in a professional-level human resources (HR) position including at least two (2) years of supervisory or management experience in an HR Department; Florida public sector experience preferred; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current practices in HR employment law, compensation, recruitment, organization development, employee relations, and employee development
- Knowledge in the administration of insurance benefits, pension plans, and compensation programs, with the ability to research and recommend new providers and / or programs
- Knowledge of budgeting practices and principles
- Advanced knowledge in the use and application of Human Resources Information Systems (HRIS)
- Skill in the use of Microsoft Office products (Word, Excel, Outlook, Powerpoint), and report generating or similar software

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- Skill in providing good customer service, in relationship building and employee coaching, and in organizational management
- Ability to lead and develop HR department staff members and to serve as a knowledgeable resource to the City's, management team and supervisors
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to coach organization managers in the practice of performance management and 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.

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