

HUMAN RESOURCES MANAGER

NATURE OF WORK

This is highly responsible specialized administrative work, technical in nature involving the coordination of employee recruitment and retention. This position will administer all aspects of employee health, dental, vision life and supplemental insurance programs as well as workers' compensation. Work is performed under the general supervision of the City Manager with expectation of the ability to exercise considerable initiative and independent judgment and be able to work with limited supervision.

EXAMPLES OF DUTIES

Shall serve and administer the clerical portion of City personnel system, maintaining all personnel files, providing for the advertisement of vacancies, conducting interviews for vacant positions, in-processing and out-processing all employees; shall process all First Notice of Injury worker's compensation claims with insurance carrier and maintain those records; serves on the City Safety Committee; shall maintain and update the Personnel Policy Manual; advises employees of City benefits; Coordinates with the City's Deputy Clerk to prepare public records requests pertaining to personnel; reviews timesheets for accuracy of employee leave data before delivering to payroll for processing; participates in recommendations for disciplinary actions and/or termination of employees; provides employees with information and/or forms for FMLA, EAP, etc.; assists legal counsel with employee litigation against the City; may attend or provide representation of City at personnel related hearings, mediations and investigations; ensures compliance with all federal, state and local employment laws; shall be the City's EEO Coordinator; other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Extensive knowledge of the theory and procedures of public personnel administration; knowledge legal requirements for recruiting, testing, hiring and termination and handling of complaints; knowledge of FMLA and FLSA; knowledge of the administration of insurance, retirement and other benefit programs; ability to prioritize assigned tasks and have good organization skills; ability to establish and maintain a good working relationship with the City Manager, City officials, Department Heads, other City employees and the general public; ability to multi-task, ability to work under pressure; must have the skill to use computer for word processing, database and spreadsheets, calculator, fax, copier, telephone and use social media as necessary.

Training and Experience

Bachelor's degree from an accredited college or university in public, personnel or business administration, or related field and five years' experience in all phases of public or private sector personnel administration; SHRM and/or Human Resources certification preferred. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities may be substituted for the education/certification requirements.

Special Requirements

Valid Florida Driver's License with an acceptable Motor Vehicle Record at all times.

CLASSIFICATION

Administrative. FLSA Exempt.

PAY GRADE: 132

Effective 9/2017