

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 250**

**HUMAN RESOURCES DIRECTOR**

**GENERAL**

Highly responsible administrative work directing the City's Human Resources Department. Work is performed under general executive direction of the City Manager with supervisory responsibilities.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Plans, evaluates, and directs human resources policies, programs, and operations.
- Advises and consults with executive and administrative staff on administering human resources policies and procedures.
- Recommends new or revised policies.
- Plans, evaluates, directs, recommends, advises, and consults with staff of all levels about the administration of human resources policies, programs, operations, and procedures.
- Supervises all aspects of the City's Human Resource program; supervises and disciplines staff, develops office procedures, assigns responsibilities to individual staff members, and evaluates performance by meeting with staff and writing evaluation reviews.
- Prepares and develops goals and objectives and performance indicators.
- Makes presentations to City Manager and City Commission regarding budget requests.
- Prepares the department's budget with assistance from the HR Specialist and presents findings to the City Manager and City Commission.
- Serves with outside labor counsel as a member of the City's Bargaining team for contract negotiations with three unions.
- Advises and counsels City management staff on procedures for handling grievances, recommends responses to grievances, and assists in the preparation of the City's case in the event the grievance cannot be resolved and is arbitrated.
- Advises department heads and supervisors on employee performance problems, how to investigate misconduct, determining level of discipline to impose, advise on due process procedures, and recommends solutions to problem situations.
- Develops procedures for performance evaluation and reviews merit increase recommendations for conformance to policy and procedures.
- Maintains a work email address using MS Outlook.
- Administers contract language.
- Implements new procedures and programs generated by changes in contract language.
- Administers and implements new procedures and programs generated by changes in contract language.
- Develops recruitment and selection procedures for all city positions.
- Reviews departmental selections for conformance to established policies and procedures.

- Reviews applications for management positions, participant in oral panel interviews, and makes recommendation to City Manager.
- Approves all human resources actions (new hires, terminations, status changes, promotions, demotions, transfers, temporary upgrades, and special assignments).
- Develops and maintains the City's pay plans and recommends changes as necessary.
- Supervises the review of budget requests for new positions and reclassification of existing positions.
- Approves job titles, job descriptions, and pay grade allocations. Makes presentations to City Commission to explain recommendations.
- Develops and coordinates Employee Assistance Program.
- Writes RFP to solicit vendors, develops selection criteria, and negotiates contract.
- Develops and administers City's Drug Testing Program.
- Coordinates city-wide training programs either through the supervision of the development of and presentations of in-house training programs or by retaining outside professional trainers depending on the topic or need.
- Develops and coordinates employee recognition programs.
- Performs special projects as assigned by the City Manager.
- Performs related work as required.

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

- Knowledge of the principles and practices of public human resources administration, labor, and union relations.
- Knowledge of government organization and procedures.
- Knowledge of NaviLine, Covalent, ExecuTime, Shoretel, and NEOGOV.
- Knowledge of communicating with business, medical, and political professionals orally, in writing, and in training.
- Skill in using MS Word, Excel, Outlook, PPT, and Publisher.
- Skill in drafting and giving reports and presentations.
- Skill in showing excellent customer service.
- Ability to develop and administer human resources programs and policies.
- Ability to communicate and enforce rules effectively both orally and in writing.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to maintain confidential information.
- Ability to supervise, mentor, evaluate, train, discipline, and motivate subordinates.
- Ability to serve customers in a respectful manner.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public or Human Resources Administration or a closely related field. Considerable supervisory experience in public human resources administration.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev** 12/15

**Bargaining Unit:** General Employees

**FLSA:** Exempt

**Pay Grade/Group:** 38/50

**Location:** Human Resources Department

**GERS:** Regular Class