

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 250**

**HUMAN RESOURCES DIRECTOR**

**GENERAL**

Highly responsible administrative work directing the human resources programs of the City. Work is performed under general executive direction.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or 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.

Supervises all aspects of the City's Human Resource program; supervises staff, develops office procedures, assigns responsibilities to individual staff members, evaluates performance. Prepares departmental budget, develops goals and objectives and performance indicators. Makes presentations to City Manager and City Commission regarding budget requests.

Serves with outside labor counsel as 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, assists in the preparation of city's case in the event the grievance can not 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, recommends solutions to problem situations.

Administers contract language. 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, special assignments) Develops and maintains the city's pay plans, recommends changes as necessary.

Develops procedures for performance evaluation, reviews merit increase recommendations for conformance to policy and procedures.

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, 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 inhouse 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 and labor relations.

Knowledge of government organization and procedures. Ability to develop and administer human resources programs and policies. Ability to establish and maintain effective working relationships with officials, employees and the public. Ability to effectively communicate both orally and in writing.

## **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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None.

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