

ASSISTANT DIRECTOR OF HUMAN RESOURCES**SUMMARY:**

Under general direction, administers and oversees the daily activities of the Employment/Employee division including recruitment, pre-employment and promotional assessment, job classification and compensation, benefits, Human Resource Information System, and records management; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order)*

1. Plans and directs the recruitment and assessment program for all City positions ensuring compliance with related City, state and federal laws, rules and regulations.
2. Oversees the processing and maintenance of central personnel systems, mainframe and personal computer based human resources information systems.
3. Directs, reviews, and makes recommendations related to the City's classification, performance appraisal, compensation surveys, salary schedules and salary actions.
4. Directs and reviews the activities of the City's benefits program.
5. Directs the activities of the department in the absence of the Human Resources Director.
6. Represents the department at various boards, committees, and meetings.
7. Provides guidance and direction to Department Directors, managers and supervisors related to recruitment, selection, collective bargaining agreements, personnel actions, and investigation of complaints and recommendation of appropriate corrective actions.
8. Interviews and assesses candidates for exempt and non-exempt positions; develops, implements and monitors compliance with personnel policies, procedures and internal controls.
9. Serves as Executive Secretary to the Civil Service Board.
10. Assumes full responsibility for division staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state rules, regulations and guidelines related to the full range of employment and labor issues.
- Knowledge of Public Personnel administration, practices and procedures.
- Knowledge of management and supervision methods, practices and procedures.
- Knowledge of mediation, negotiation, and conflict resolution methods, practices and procedures.
- Knowledge of computer hardware, software and peripherals related to Human Resources Information Systems.
- Knowledge of budget planning, development and administration practices and procedures.
- Skill in utilizing a variety of computer software statistical data to analyze and track compliance with a variety of employment and labor rules, regulations and guidelines.
- Skill in utilizing verbal and written communication in the development of reports, training materials and presentations.
- Skill in prioritizing, motivating, assigning, reviewing and evaluating work.
- Skill in utilizing customer service/public relations methods and techniques when responding to technical inquiries or employee complaints.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk, hear, use of hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Human Resources Management, Business Administration, or Psychology, and five (5) years of progressively responsible professional experience in classification, compensation, recruitment and/or related field including three (3) years of supervisory experience in related areas, or any equivalent combination of training and experience required. A valid Florida driver's license is required.