

## DIRECTOR OF HUMAN RESOURCES

### **SUMMARY:**

Under general direction, plans, organizes and directs the activities and staff of the Human Resources Department including employment, succession planning, and equal employment opportunity, training and organizational development, employee and labor relations, compensation and benefits, and policy administration. Initiates HR activities/programs with City departments, divisions and external agencies; performs other 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. Administers and directs a comprehensive full service Human Resources Department.
2. Supervises preparation of and monitors department budget. Prepares organizational human resources budget strategy to the Mayor and City Administration.
3. Develops and implements human resources policies, procedures, programs and long-term strategic plans.
4. Provides human resources management advice and consultation services to city staff and elected officials.
5. Selects, trains, supervises, disciplines, and evaluates department staff.
6. Evaluates department effectiveness to effect continuous process improvement and ensure customer satisfaction. Implements appropriate changes.
7. Resolves customer, employee, union, and applicant complaints.
8. Collaborates in developing litigation strategy with legal counsel. Facilitates development of city responses to lawsuits, EEOC complaints and liability claims. Represents the City in dispute resolution procedures, mediation, and legal proceedings.
9. Represents the Human Resources Department to other City departments, elected officials and external agencies; directs the coordination Human Resources Department activities with those of other departments and outside agencies and organizations.
10. Conducts training, makes presentations to employees, elected officials, managers, and the public as required.
11. Directs collective bargaining strategy and participates in contract negotiations as required.

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

- Knowledge of contemporary human resources management theory, principles, and practices.
- Knowledge of federal, state and local employment law and regulations affecting the Human Resources Department.
- Skill in supervisory and management principles and practices.
- Skill in employee relation principles and techniques.
- Skill in budget preparation and administration.
- Skill in program and project management.
- Skill in both verbal and written communication, including negotiation skills.
- Skill in developing and implementing policies and procedures.
- Skill in promoting positive employee relations.
- Skill in carrying out the departmental mission and objectives.
- Skill in operating standard office equipment including a personal computer and related software.
- Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use 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.

## **DIRECTOR OF HUMAN RESOURCES**

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Human Resource Management or related degree and ten (10) years of progressively responsible human resources experience, to include experience in a union environment, employment, compensation, benefits administration, management/organizational development, collective bargaining, and labor/employee relations, including five (5) years of supervisory/management experience, or any equivalent combination of training and experience. Certification as SPHR preferred. A valid Florida driver's license is required.