

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Human Resource Administrator
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

This is highly responsible administrative work directing and coordinating the Human Resource functions of the Police Department. An employee in this class is responsible for the hiring of all Police Department personnel, and ensuring compliance with Florida Department of Law Enforcement (FDLE) requirements. Responsibilities include recruitment, employment, payroll, personnel record management, and employee relations. Position is responsible for managing and maintaining a high degree of integrity and confidentiality of department records and employee documentation. Work includes managing and supervising Police Department payroll, and Off-Duty Detail operations and functions. Position is responsible for coordinating and consulting with City Hall Human Resources to ensure consistency throughout the organization. Acts as a liaison between City Hall Human Resources and the Police department.

Work is assigned in accordance with Police departmental directives, however, employee is expected to exercise considerable latitude for independent judgment and initiative in procedures and methods, to attain objectives.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develop, coordinate and execute recruitment strategy for all available position within the Police Department, e.g., designing of documentation, flyers, and announcements; participating in professional expos and recruitment events.
- Manage all recruitment activities for all Police Department personnel, e.g. reviews applications; contacts applicants; plans, schedules and conducts interviewing process; authorizes drug testing and psychological exams; initiates background investigations; obtains final approval and presents opportunity for employment to applicants.
- Ensure that all FDLE requirements are executed, documented and accurately reported.
- Advise Police Chief, Management, administrative and sworn personnel on issues as it relates to established Police Department and City policies, procedures, and human resource standards. Handle all employee relations issues and counseling, (e.g., all disciplinary issues must be coordinated through the Human Resources Director, employee conflict, etc.) up to and including termination of department member.
- Coordinate the Sworn and Civilian promotion and Assignment Transfer processes to include: communication of availability, reviewing of applications, creation of test tool(s), coordinating and establishing logistics for outside testing, communication of results, and coordinating and processing necessary paperwork upon final selection.
- Recommend policy and procedure changes to the Police Chief and the Human Resources Director as it relates to the Human Resource functions within the Police Department.
- Prepare, analyze, and manage Police Department Human Resource Unit's operating budget.
- Works closely with divisions and other departments in maintaining the support systems and providing information regarding departmental operations.

Human Resources Administrator

- Supervise payroll and investigative personnel; instructing, assigning, and reviewing work; and ensuring adequate coverage. Evaluate and train in Police Department and City policies and procedures.
- Handle general inquiries as it relates to the recruitment, employment, and hiring process of the Police Department. Refer non-police department inquiries to the Human Resources department at City Hall.
- Performs related tasks as assigned.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Human Resources, Public Administration, or related field; supplemented by five (5) to seven (7) years progressively responsible supervisory/management experience in human resources to include recruitment, employment, benefit administration, and compensation experience; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Knowledge of County, State and Federal laws and regulations of personnel and payroll administrative policies and procedures.

Knowledge of Coral Springs personnel and payroll administrative policies and procedures.

Ability to understand, follow and coordinate written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications, e.g., MS Office Suite, Groupwise, AS400/HTE, Internet Explorer.

Ability to read, update and maintain various records and files.

Skill in establishing and maintaining effective working relationships with all levels of employment and management.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.