

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Human Resources Manager
FUNCTIONAL AREA: Human Resources

WORK OBJECTIVE:

Performs professional, administrative and supervisory work developing and managing major complex and highly visible citywide Human Resources operations and programs to include Classification/Compensation, Policies & Procedures, Employee Safety and all HR related issues for the Fire Department. An employee in this classification manages and participates in the development, administration, and validation of the employee compensation and safety systems. Evaluates the effectiveness, utility, and legal soundness of such systems and serves as in-house consultant or project leader for human resources programs and related matters. Oversees the various functional areas to ensure effective, compliant, and efficient Human Resources practices. Work is performed under the general direction of the Human Resources Director and is reviewed through discussions, evaluation of reports submitted and results obtained.

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.

- Serves as manager of Classification/Compensation, Policies and Procedures, legal compliance programs, and Employee Safety to identify and resolve issues.
- Plans, coordinates, and supervises the development and implementation of programs and special projects; provides professional and technical support to staff as needed.
- Conducts research to develop new and innovative techniques and methods; analyzes and evaluates existing programs, procedures, and systems and recommends changes as needed.
- Manages and conducts in job analysis projects by completing interviews, conducting focus groups, developing and administering surveys and analyzing data and documenting results. Develops and recommends salary schedules citywide. Recommends reclassification actions as appropriate ensuring the integrity of the salary schedule.
- Ensures efficient and legally defensible recruitment and hiring practices including advertising, interviews, background checks, training and evaluation.
- Prepares documentation, coordinates with attorney's, and otherwise defends the City's position in EEOC complaints, lawsuits, and union complaints.
- Ensures the security of confidential materials.
- Manages focus groups of subject matter experts on various topics to provide input on, develop, edit, and approve selection and promotional tests and address various other compensation issues.
- Recommends changes to Civil Service Board relating to compensation/classification; Human Resource operations, programs, or activities; employee safety programs; and union contract language.
- Develops and manages section/program goals and objectives.
- Participates in the development of long-range strategic plans for the Department.
- Consults with and advises managers and employees.

Human Resources Manager

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Human Resources, Public or Business Administration, or related field; supplemented by five (5) to seven (7) years of professional-level experience in human resources management; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of local, state, and federal regulations relating to Human Resources.

Considerable knowledge of the principles, practices, and procedures relating to all aspects of Human Resources.

Knowledge of local government organization and procedures.

Working knowledge of statistical concepts and methods.

Effective management and supervisory skills.

Ability to develop long-term plans and programs and to evaluate work accomplishments.

Ability to analyze facts, exercise sound judgment and arrive at valid conclusions.

Ability to plan, direct and coordinate a wide variety of special projects.

Ability to communicate ideas clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, managers, officials, and the general public.

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.