MAJOR FUNCTION

This is specialized professional and administrative work involving the City's human resources programs, systems and functions. An employee in this class is the principal responsible for all activities within a designated functional area. Functional areas include Health and Safety, Alcohol and Drug Testing, Administrative Support Systems, Human Resource Management Information Systems, Compensation and Labor Relations, Planning and Development, Benefits, and Wellness. The employee is responsible for serving as the prime subject matter expert to other Human Resources units, and as appropriate, to the organization. Incumbents are expected to work independently in carrying out program responsibilities and varied assignments without detailed instructions. Work is subject to review by an administrative superior through reports, conferences, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Manages the daily operation of all elements related to an assigned administrative, functional or programmatic area of the Human Resources Department. (These areas may include classification and pay; drug and alcohol testing; employee benefits; planning and development, including personnel policies and systems orientation, performance management and rewards and recognition program; administrative support systems including applicant in-take, recruitment and records management; management information systems; health and safety, and benefits and wellness.) Serves as principal content expert in specialty area to other Human Resources units and to the organization as a whole. Conducts research, analyzes findings and recommends program changes and develops procedures for implementation of policies or programs within specialty areas. Audits the City's practices, policies and procedures in specialty area for compliance with applicable guidelines, laws, and regulations. Monitors regulatory and legal changes applicable to specialty area, alerts those with a need to know of the changes and develops compliance measures as applicable. Develops communication materials and conducts training on specialty area matters. Staffs and facilitates meetings of specialty area, cross-functional and city-wide boards and committees. May participate on the HR Management team as a contributor to the department's strategic plan, fiscal management and problem resolution as it relates to areas of supervision. Prepares budget requests associated with specialty area and provides recommendations for expenditure of appropriated funds. Maintenance statistical data and prepares analytical reports. Prepares City Commission agenda items. Writes RFP's and bid specifications. Evaluates contracts and recommends contract awards to support service needs. Monitors contract vendor compliance. May recommend the selection, transfer, promotion, grievance resolution, and termination of assigned staff. May conduct performance evaluations and recommend approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Serves as team leader or team member on ad-hoc department-wide or city-wide project teams as needed. May direct and review the work of individuals performing administrative or support tasks related to designated specialty, functional or programmatic area. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities And Skills

Thorough knowledge of the designated specialty area, including industry-wide accepted methods, laws, practices and regulations. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations. Ability to work independently. Ability to present facts and recommendations effectively, orally and in writing. Ability to make public presentations and conduct training sessions. Ability to coordinate the efforts of and lead professional

and clerical staff as needed to accomplish short-term objectives. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of microcomputers and associated databases, software programs and peripherals that are necessary to successful job performance.

Minimum Training And Experience

Possession of a bachelor's degree in public, personnel, or business administration, human resources, industrial relations, psychology, occupational health and safety, management information systems, computer science, education, or liberal arts, and four years of professional experience that includes human resources, personnel, classification and pay, equal employment opportunity, payroll, human resource management information systems, labor relations, employee/organizational development, performance improvement, training, occupational health and safety, and benefit and wellness programs (including retirement program administration) or any combination of experience in the aforementioned areas equaling four years; or an equivalent combination of training and experience.

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