

**MAJOR FUNCTION**

This is responsible, professional, administrative and managerial work directing the City's Employee Engagement Division. Work involves responsibility for planning, organizing and administering a comprehensive array of workforce development programs and initiatives serving City employees and, in some instances, the community at-large. Work also involves supervisory responsibility for the employee health and wellness program. Work is performed under the administrative direction of the Director-Human Resources and Workforce Development and considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the division with efficiency and effectiveness. Work is reviewed through observation, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, directs, plans, coordinates, instructs and inspects the work of all persons within the Employee Engagement Division. Directs the preparation and expenditure of the division's budget. Makes procedural and operational recommendations to the Human Resources and Workforce Development Director. Plans, designs and implements employee engagement programs that support overall organizational and departmental goals. Engages in the provision of services related to programs and initiatives involving employee engagement, city-wide soft skills training, new employee orientation, health & wellness, ethics training, internship program and workforce analytics. Oversees the management of organization-wide programs including employee development, workforce analytics and wellness programs in compliance with applicable federal, state and local laws, industrial standards, and City policies and procedures. Conducts research and trend analysis and recommends strategies, policies, and processes to best manage programs. Attends and participates in conferences and meetings of department heads and the City Commission. Organizes, attends and participates in meetings, conferences and seminars. Regulates, oversees and attends to all components and candidates within a City sponsored college internship program and wellness program. Coordinates work activities and programs of the division with other City programs, projects and related community-wide activities, as appropriate. Serves as a member of the Human Resources management team as a contributor to the department's strategic plan, fiscal management, and problem resolution. Performs related work as required.

**Other Important Duties**

Keeps abreast of job specific and general developments in areas of responsibility through contact with contemporaries, reading, research and attendance at meetings, conferences and seminars. Completes special assignments as requested. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Extensive knowledge of modern techniques, methods, procedures, principles, and practices of all phases of employee engagement. Extensive knowledge of personnel, finance, general office and business administration, and the ability to apply them. Knowledge of training and training techniques for adult learners. Ability to plan, direct, supervise, coordinate organize, and inspect equal opportunity and workforce development initiatives plans, programs, and activities. Ability to prepare written technical reports. Ability to plan, assigns, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present long-range employee engagement plans and programs. Ability to effectively master and practice conflict resolution skills and techniques. Skill in the use of personal computers and associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, human resource management, industrial relations, psychology, education or a related field and five years of professional and administrative experience that includes employee engagement or human resource management program areas, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-26-19