



Human Resources Director

EEO Class Code:
Union Status: N/A
FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Human Resources

Supervises: No

Position Reports To: Town Commission/Town Manager

Sworn: No

Job Specifications

NATURE OF WORK

The purpose of this classification is to plan and direct a comprehensive Human Resources and Risk Management department including recruitment and selection, classification and compensation, training, employee relations, performance management, labor relations, organization development, workers' compensation, employee safety programs, and other employment and risk management activities.

ESSENTIAL DUTIES

Tasks required of those in the position of Human Resources Director include but are not limited to:

- Responsible for all aspects of Human Resources and Risk Management for the Town.
- Directs recruitment and selection, including advertising, screening and distributing applications, administering tests if applicable, and providing guidance to departments. Drafts or reviews offer letters. Conducts new hire onboarding and orientation.
- Ensures the maintenance of permanent records in accordance with federal, state and local regulations.
- Advocates for affirmative action and equal opportunity for candidates and practices; participates in the selection of Town positions and other staff as directed.
- Consults with the Town Manager and Department Heads to provide advice or clarification regarding human resources, employee, legal, professional development, compensation, and organizational development issues.
- Coaches employees, advises the Manager, investigates employee concerns and disciplinary issues.
- Communicates human resources policies, practices, and procedures to Town employees; Advocates for employees, plans and facilitates Town employee events, mediates between employees, and between employees and management.
- Promotes programs and activities to ensure equal opportunity and access to all individuals.
- Reviews and advises Town Manager regarding all municipal employee transactions including, hires, promotions, transfers, salary changes, reclassifications, leaves of absence, and terminations.

- Administers performance management program. Organizes and provides professional development opportunities, legally mandated and technical training and continuing education support for the municipal workforce in the Town.
- Oversees administration of benefits programs including insurance, flexible benefits, worker's compensation, unemployment compensation, leaves of absence, and other related programs. Complies with all HIPAA regulations.
- Represents the Town at hearings and meetings related to human resources issues such as grievances, arbitration, Workers' Compensation, and any other official boards/hearings.
- Manages the Towns' Human Resource Information Systems (HRIS) and applicant tracking systems.
- Administers municipal compensation and classification plans. Initiates and recommends changes in classification and compensation plans to Town Manager. In conjunction with departments, develops position descriptions; reviews and recommends classification level for positions.
- Prepares drafts of recommended policies. Analyzes employee benefits, determines the need for changes, and recommends improvements.
- Oversees the Town's compliance with federal and state personnel laws and regulations that cover topics such as wages and hours, equal employment opportunity, drug and alcohol testing, work-related injuries, and employee benefits. Serves as the Towns' Affirmative Action/Equal Employment Officer. Prepares equal employment opportunity and affirmative action plans and develops the Town's FMLA program to be consistent with federal and state guidelines.
- Attends and represents the Town at meetings and conferences related to human resources; attends and presents human resources related information at Commission meetings as requested and leads and participates in various employee committees as requested. Keeps current on changes in the human resources field.
- Works in tandem with the Finance Director on preparing the departmental budget. Develops tracking method for expenses and ensures all transaction are within the budget and compile with procurement policies.
- Attends and participates in public meetings, hearings, conferences, committee meetings, board meetings, and interdepartmental meetings as required; leads presentations as needed.
- Compiles and monitors various administrative and statistical data pertaining to human resources and risk management operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.
- Maintains comprehensive, current knowledge of applicable laws/regulations; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Prepares or completes various forms, reports, correspondence, employment contracts, salary surveys, bid proposals, performance appraisals, organizational reports, monthly reports, budgets, goals/objectives, or other documents as required by the Town Manager or designee.
- Responds to complaints and questions related to department operations; provides information, researches problems, and facilitates conflict resolution as needed.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Extensive knowledge in all areas of Human Resources, including but not limited to recruitment, labor relations, employee relations, compensation and classification, leave administration, and benefits.
- Knowledge of laws, statutes, and policies affecting human resources and risk management.
- Ability to effectively design, develop, and implement human resource and organizational processes.
- Knowledge of organization development practices and creating training programs. Ability to schedule, develop, facilitate, and track in-person and online training courses.
- Ability to maintain confidentiality and sound judgement in day-to-day operations.
- Ability to demonstrate the Town's values, mission, and principles.
- Skilled in public speaking and making presentations.
- Ability to identify needs and gaps in the organization.
- Ability to coach and mentor employees and managers.
- Knowledge of strategic planning and business processes and skilled in implementing change.
- Skilled in conflict resolution, mediation, and difficult conversations.
- Ability to effectively communicate, verbally and in writing.
- Ability to provide leadership, manage programs, functions and activities of the department, create initiatives and strategies.
- Ability to perform multiple tasks correctly and efficiently under varying conditions.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Human Resources, Public Administration, Business or a related field.
- Five (5) years of experience in Human Resources management, including recruitment, employee relations, training/development, HRIS, leave management, and compensation and classification.
- Any equivalent combination of experience and education may be considered.

PREFERRED QUALIFICATIONS

- Master's degree in Human Resources, Public Administration, or a related field.
- Previous experience within a government agency.
- Previous experience with ADP software and payroll system enrollments
- Internation Personnel Management Association Certified Professional (IMPA-CP), Society for Human Resource Management Certified Professional (SHRM-CP), Professional in Human Resources (PHR) certification.
- Florida Certified Labor Relations Professional (FCLRP).
- Previous experience in labor relations.

ADDITIONAL INFORMATION

Physical Ability: Tasks require 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 (10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Tasks require the ability to perceive and discriminate visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.