

# Assistant Director, Human Resources & City Initiatives



## POSITION DESCRIPTION

**DEPARTMENT: Human Resources**

**REPORTS TO: Director, Human Resources**

**CLASSIFICATION STATUS: Exempt**

### **MAJOR FUNCTION:**

Assists with planning, organizing, and directing the personnel, safety and risk management programs of the City. Work is performed independently under broad direction from the Director of Human Resources and the City Manager and within the goals and objectives of the City. Performs responsible administrative and staff work in coordinating the City's human resources, safety and risk management program, including compensation and benefits administration; employee performance management; recruitment and selection process; Equal Employment Opportunity policy; unemployment compensation; training programs; risk management and safety program (all lines of liability insurance and workers' compensation); grievance administration; labor negotiations; and community relations. The Assistant Director is responsible for helping to develop, implement, and administer all phases of the personnel policies and procedures. In addition, the Assistant Director will assist the City Manager with special projects, analytics, research and policy & procedure formulation for current and new City initiative programs.

### **ESSENTIAL FUNCTIONS:**

*The list of essential functions, as outlined herein, is intended to be representative of the major 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 duties are a logical assignment to the position. Specific tasks on a day to day basis will reflect the overall areas of expertise for this position.*

Supervises, directs, and evaluates assigned staff. Processes employee concerns and problems, directs work, counsels, and completes employee performance appraisals.

Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.

Provides strategic leadership. Oversees the City's personnel and benefits programs and policies. Provides oversight of employee benefit programs and all lines of liability and workers' compensation insurances.

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Advises department heads, managers and supervisors on City human resource policy and benefits administration issues.

Provides continuous advice and guidance on legal and technical trends to ensure adherence to legal requirements and policy and procedures.

Administers a variety of programs including benefits, risk management and special projects.

Confers with department heads, employees and the general public regarding the interpretation of regulations, policies, procedures, and contracts as they apply to human resource operations, personnel records and benefits.

Conducts disciplinary investigations with the assistance of the legal counsel when necessary.

Consults with and advises department heads, managers and supervisors regarding employment decisions to maximize the quality of the organization's workforce.

Develops and implements programs and practices to recruit and hire talented individuals.

Assists decision makers with developing and recommending compensation actions/practices.

Researches legislation and employment laws affecting human resources; keeps management informed of new developments; monitors policies to ensure compliance.

Provides assistance to the City Manager on special projects.

Drafts proposed policies and procedures related to administrative programs and projects for the City Manager's review.

Prepares reports on a variety of subjects by gathering research and data, studying analytics, and evaluating alternative courses of action for the City Manager.

Advises City Manager on issues of City importance. Provides highly responsible staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.

Participates in the development and administration of the Human Resources Department budget; assists with monitoring the forecast of funds needed for staffing, equipment, materials, and supplies.

Prepares agenda items for the City Council, and various committees and boards involved in Human Resources Department activities; may present agenda items to the City Council as needed.

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Evaluates training needs and conducts and coordinates internal and external training programs.

Selects, trains, and motivates personnel; provides or coordinates staff training; evaluates employee performance; works with employees to correct deficiencies.

Ensures that City Human Resources practices comply with Federal, State and Local laws.

Performs other related work as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge of the principles of human resources administration, including the basic methods and techniques of position classification, salary administration, employee labor relations, training, safety, group health and liability insurances, and other related personnel processes.

Knowledge of Federal, State, and Local laws and ordinances pertaining to Human Resources practices and procedures. Maintain current knowledge in the field of public human resource administration.

Ability to produce work products. Abilities include, but are not limited to, maintaining a pay and classification system, creating and maintaining up to date job descriptions, and creating and presenting training.

Considerable knowledge of the principles, practices, and appliances of modern office administration and recordkeeping.

Ability to delegate authority, plan, organize, and review the work of subordinate technical and supervisory personnel in a manner conducive to full performance and high morale.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to direct and participate in human resource activities; and assist in the development of long-range plans for the human resource program of the City.

Ability to read, analyze, and interpret data including, but not limited to, utilization reports, actuarial impact studies, statutes, collective bargaining agreements, proposals, studies, etc.

Ability to prepare and present reports and recommendations to City Council regarding human resource matters in public meetings as needed.

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Ability to exercise a high degree of confidentiality.

### **TRAINING, CERTIFICATIONS, AND EXPERIENCE:**

Graduate of an accredited four-year college or university with a bachelor degree in Human Resource Management, Public Administration or a related field; at least three (3) to five (5) years' experience in a responsible supervisory position within the human resources field. Professional experience in a municipal or county setting is preferred. Experience in employee benefit programs, defined benefit and defined contribution pension plans, risk management/safety programs and labor negotiations desired. SHRM certification or similar professional organization certification expected or expected to be achieved for this position.

### **SPECIAL REQUIREMENTS:**

Must have a valid Florida drivers' license. Subject to emergency call-out during off-duty hours and on weekends as required. Every New Port Richey employee is required to fill out a Disaster Response Survey and is subject to being required to report to work during a declared disaster.

### **PHYSICAL DEMANDS:**

#### **Physical Ability:**

Requires sedentary work that involves walking or standing some of the time and routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. Ability to stand and sit for periods longer than 30 minutes but not to exceed four hours consecutively. Ability to climb stairs and ladders occasionally. Ability to lift boxes not exceeding 25 pounds occasionally.

#### **Sensory Requirements:**

Ability to hear, speak and understand conversation in English in various tones of voice, as well as accents or rapidly spoken in order to be able to do job. Ability to see, read and comprehends letters, numbers, words, characters or symbols, which are both large and small. Ability to print and draw letters, numbers, words, characters and symbols which are legible and understood by others. Ability to learn complex tasks and remember how to complete tasks without assistance once trained. Ability to operate a motor vehicle

### **WORK ENVIRONMENT:**

Ability to deal with stress related to occasional deadlines and occupational problems, which demand immediate attention. Working environment requires ability to multi-task to accomplish

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day to day tasks. Ability to accept decisions made by others that may be in opposition of own views. Ability to deal with employee issues in the capacity of supervisor and department director. The employee is subject to inside and outside environmental conditions.

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

The employee’s signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing of performing all essential functions.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

