

City of DeFuniak Springs

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DeFuniak Springs, FL 32435



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www.defuniaksprings.net

JOB NOTICE **HUMAN RESOURCES DIRECTOR – ADMINISTRATION DEPARTMENT**

Repost Date: May 8, 2023

Close Date: Open Until Filled

FLSA Status: Exempt

Starting Pay Rate: 71,662.50-109,698.75 DOQ

Job Summary:

This position is directly responsible for the overall administration, coordination, and evaluation of the Human Resources function. Assist employees with all aspects of employment and benefits administration along with adhering to the applicable employment laws. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

- Develops and maintains a human resources system that meets information needs.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Communicates changes to city personnel policies and procedures.
- Oversees advertising, recruiting, testing, and selection process to fill vacant positions.
- Plans and conducts new employee orientations to ensure employees gain an understanding of benefit plans and enrollment provisions.
- Plans, coordinates, and manages open enrollment period.
- Maintains records of benefit plan participation such as enrollment, health insurance, life insurance, dental, vision, retirement, and coverage terminations.
- Strives to ensure employee understanding of benefit programs by regularly generating communication on plan provisions.
- Resolves employee complaints related to benefit plans or refers them to provider contact as needed.
- Reports documentation to Labor Union as specified in current Collection Bargaining Agreements.
- Keeps records of all personnel files, new hires, promotions, transfers, performance appraisals, worker's compensation, separations/terminations, and employee statistics for government reporting.
- Processes back-ground and driver license checks on candidates for hire and existing employees when deemed necessary.
- Investigates Workers' Compensation incidents and prepares reports for insurance carrier.
- Coordinates training in personnel relations.
- Facilitates employees and staff through the grievance process.
- Advises in appropriate resolution of employee relations issues.
- Assists staff in the annual review, preparation and administration of city wage and salary program.
- Assists in writing, revising, editing, and proofreading city policies, procedures and other related documents as needed.
- Conducts exit interviews to look for trends and the possible need for training.
- Schedules drug tests.
- Attends city meetings and workshops as required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

Graduation from a standard high school or GED obtained, business school or vocational school, including or supplemented by, courses in typing and secretarial science. An Associate's Degree and/or PHR certification is preferred. A progressively demonstrated skill of at least four (4) years experience and aptitude for performing responsible human resources work, preferably in the public sector with an ability to obtain PHR certification within one year of employment. Knowledge of personal computers and Microsoft Office Environment. Any combination of training and experience which provides the required knowledge, skills and ability. A preferred typing speed of 35 w.p.m. or better. Requires a valid Florida Drivers license.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 1350 Baldwin Avenue, DeFuniak Springs, Florida 32435. For more information, please contact the human resources department at 850-892-8500.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

HUMAN RESOURCES DIRECTOR

FLSA STATUS: Exempt
SUPERVISORY STATUS: Supervisory

DEPARTMENT: Human Resources
REPORTS TO: City Manager

JOB SUMMARY:

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ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

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- Communicates changes to city personnel policies and procedures.
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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office programs.
- Knowledge of modern office techniques, procedures and practices.
- Ability to communicate effectively verbally and in writing with employees, Department Directors, other governmental agency representatives, City Officials, and the public.
- Ability to communicate with the public pleasantly both in person and by telephone.
- Ability to work harmoniously with a diversity of individuals both inside and outside the City offices.
- Ability to make sound professional judgment based on department needs and cost effectiveness.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to present verbal and written reports clearly and concisely.
- Ability to work under pressure with frequent interruptions.
- Ability to travel occasionally for meetings, training, or career development.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must speak, read, write and comprehend fluent English. Use of both hands and fingers with dexterity. Required to sit, walk, talk and hear. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions. Must be able to lift and/or move up to 25 pounds. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of the body. May be subject to dust, mold, heat, cold, insects, snakes, rodents, and spiders. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____