



CITY OF ORMOND BEACH
invites applications for the position of:

Human Resources Manager

SALARY: \$50,965.00 - \$92,059.00 Annually

OPENING DATE: 05/12/20

CLOSING DATE: 05/31/20 05:00 PM

SUMMARY:

Under the direction of the Human Resources Director, the Human Resources Manager is responsible for overseeing all human resources functions for the department. Performs highly complex managerial and strategic work in the areas of employee/labor relations; recruitment; selection; classification and compensation; employee assistance; benefits; training; and organizational development. Incumbent is expected to exercise independent judgment in decision-making.

DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities:

- Administers the municipal human resources program to include employment; benefits; compensation; classification; health and safety; labor relations and negotiations; employee relations; and other human resources programs.
- Manages the City's labor relations program: negotiations, grievance resolution, arbitration, and administration of collective bargaining agreements.
- Provides leadership in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
- Ensures human resources records comply with all applicable statutes and regulations.
- Manages the City's Human Resources Information System (HRIS) software and directs staff in daily tasks.
- Presents City policy and human resources matters to department directors, employee groups, union representatives, and individual employees.
- Confers with department directors and other senior staff members regarding human resources matters.
- Directs the City's recruitment efforts for new hires as well as promotional vacancies.
- Conducts periodic wage surveys and recommends appropriate revisions to the Pay and Classification Plan.
- Maintains the City's Pay and Classification Plan and benefits plan.
- Participates in the preparation of the annual department budget.
- Develops training for City employees.
- Attends Human Resources Board meetings as the City staff representative.
- Oversees the City's employee recognition programs.
- Participates in on-call and after-hours duties as assigned.
- Assists in preparation for, response to, and recovery from, the impacts of a wide variety of disasters or emergency situations and may be temporarily assigned to other duties, locations, and shifts.
- Meets attendance requirements.
- Promotes positive customer service environment internally and externally.
- Performs other job related functions as assigned.

Supervisory Responsibilities:

Manages Human Resources Department professional and administrative staff.

QUALIFICATIONS:**Education and/or Experience:**

Graduation from an accredited four-year college with a Bachelor's Degree in Human Resources, Public or Business Administration, or a related field. At least seven (7) years' experience of a progressively responsible nature (preferably in the public sector) in human resources management or labor relations – the majority of which must have been in a managerial/supervisory capacity. An equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities may be substituted.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of a valid Florida driver's license.
- Knowledge of the concepts and principles of public personnel administration including labor relations and collective bargaining; position classification; salary and benefits administration; safety/workers' compensation; and employee skills training.
- Thorough knowledge of the legal aspects of labor relations, employment, EEO issues, workers' compensation, unemployment insurance, employment records, and employee benefit programs.
- Ability to effectively coordinate and work with all groups of people including department heads, elected officials, outside agencies, unions, and the general public.
- Proficiency in Microsoft Office suite of products. Prefer experience in Tyler Munis.
- Ability to organize, track, and prioritize multiple duties and projects to meet deadlines.
- Ability to make job-related decisions in accordance with laws, ordinances, regulations, and City policies.
- Ability to anticipate problems and be proactive instead of reactive.
- Ability to recognize strengths and weaknesses in subordinates, assign work accordingly, and develop and train subordinates to maximize their potential.
- Ability to get work done through subordinate staff using effective supervisory techniques.
- Ability to accomplish the goals and objectives established for the position without direct supervision.
- Ability to remain abreast of changing laws and procedures related to the specific duties of the job.
- Ability to operate general office equipment.
- Thoroughness and dependability.

ADDITIONAL INFORMATION:**Physical Demands:**

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

- Long periods of sitting and/or standing at designated work station.

Work Environment:

The work environment characteristics described here are representative of 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 functions.

- The noise level in the work environment is usually moderate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ormondbeach.org>

Position #2020-05-12-a
HUMAN RESOURCES MANAGER
QW

Human Resources
22 S. Beach Street
Ormond Beach, FL 32174

hr@ormondbeach.org

Human Resources Manager Supplemental Questionnaire

- * 1. How many years of experience do you have working in human resources?

- * 2. How many years of experience do you have working in human resources as a manager or supervisor?

- * 3. While working in human resources, what job titles have you held?

- * 4. Do you have any experience working for local, state, or federal government?

- * 5. Do you have any experience working with Tyler Munis software?
 Yes No

- * 6. Please briefly explain why you are interested in this position.

- * Required Question