

**CITY OF BROOKSVILLE**  
**POSITION CLASSIFICATION**

CLASSIFICATION: Human Resources Administrator      STATUS: Exempt  
DEPARTMENT: Administration      PAY GRADE: 592

This is an administrative and management position responsible for the operation and efficient coordination and planning of the City's Human Resources and related programs including: personnel recruitment, testing, selection, and training of City employees, establishment and maintenance of personnel files; administration of the City's classification and pay plan; personnel appraisal procedures and performance evaluations; placement, promotion, safety, and discipline of City employees; vacation/holiday/sick leave plan administration; worker's compensation and related programs; employee incentive and benefit administration (including medical, dental, life, disability, STD, LTD, and pension); labor relations and contract negotiations; implementation of administrative policies and procedures and processing and recording personnel and related employment documentation; insurance processing and billing; COBRA, and FMLA processing; cafeteria plan and deferred compensation plan administration; employee orientation; internal and external communication; monitoring of participation data and trends; completion of internal and external salary surveys and other compensation studies; work environment administration; personal and career development; collective bargaining and conflict resolution/intervention/compliance with state and federal laws.

Work involves continuous contact with the public, employees, and City officials. Assignments are received orally and in writing from his or her supervisor and require confidentiality, personal integrity and independent judgement in planning work, making decisions and technical determinations, interpreting rules and procedures, and in formulating recommendations to the City Manager. Qualifications and a summary of duties and responsibilities are set forth below.

This is a professional position, working independently under the general direction of the City Manager.

**DUTIES (Typical):**

- Evaluate, interpret and develop personnel management policies, rules and regulations and procedures.
- Participate in the development and administration of the City's classification, compensation, and incentive plans, including development/revision of position specifications and determination of appropriate minimum qualifications, salary requirements and selection criteria.
- Prepare and/or review position audits and recommend reclassification based on changes in employees' duties and responsibilities.
- Plan and supervise a program of position recruitment and retention of qualified employees.

- Conduct studies to evaluate and improve classification and pay practices, employment/hiring practices, personnel rules and regulations. Interpret data, provide professional/technical support to City staff and management as needed, and formulate recommendations to superiors.
- Provide assistance/advice to City Manager regarding reorganization, job design/redesign, job evaluation, recruitment, disciplinary actions, and other applicable City policies.
- Develop and update Human Resources Department goals and objectives; establish and maintain performance standards. Prepare and administer Human Resources Division operating budget and development of effective cost controls.
- Attend various committee meetings as a representative of the Human Resources Division as needed.
- Process requests to fill vacancies, and assist in recruiting, hiring and orientating new employees.
- Prepare class specifications, wage and salary surveys, comparison studies and process personnel actions (transfers, promotions, demotions, leave, retirements, and disciplinary actions).
- Administer EEO, FLSA, FMLA, Drug Free Workplace and other compliance programs, investigate complaints and represent City in administrative quasi-judicial and legal proceedings.
- Administer employee benefit programs, including medical, dental, life insurance, disability, pension and other plans.
- Compute benefit administration function in plan interpretation, legal compliance, management of vendor relations, employee orientation and communications.
- Pro-actively address employee relations, issues, and concerns and assist employees in selecting benefit options.
- Develop and maintain internal database files and tables, and develop reports to meet the needs and requirements of the Human Resources Division and the City.
- Work safely, diligently and responsibly at completing assigned duties.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

## **FUNCTIONS, KNOWLEDGE AND ABILITIES:**

- Strong problem solving, communication and presentation skills. Well organized. Team player. Confident.
- Knowledge of the principles and practices of modern human resources administration.
- Knowledge of the importance of the human resources function in municipal management.
- Ability to assist in the development of long-term plans and programs, and evaluate work accomplishments.
- Knowledge of state and federal personnel laws, policies and practices.
- Knowledge of local government organization and procedures.
- Knowledge of unemployment compensation, insurance programs, employee benefit programs, and salary management practices and procedures.
- Ability to develop and control an operational budget.
- Demonstrated ability in computer literacy and use of on-line support tools. Skill in utilizing modern office practice, procedures and equipment.
- Ability to present facts and maintain effective relations with City officials, employees, job applicants, and the general public.
- Ability to perform assigned duties timely and effectively and complete assignments accurately while working carefully and complying with safety rules.
- Ability to project a good public image and maintain effective customer relations and work well with all levels of management. Interact courteously with the public, officials, supervisors and co-workers.
- Actively support the Departments and the City's goals, programs, and objectives.
- Ability to read, comprehend, implement, and complete written and/or oral directions in English and skill communicating effectively, both orally and in writing.
- Ability to maintain acceptable attendance record and comply with the City's regulations and procedures.
- Willingness and ability to exercise sound judgement, and perform at a high level of efficiency and productivity.
- Knowledge of statistical concepts and methods.

## **QUALIFICATIONS:**

### **Minimum:**

Education: Bachelor's Degree in Human Resources Management, Business or Public Administration, Organizational Behavior, Psychology, or related field from a college or university acceptable to the City.

License, Certification or Registration: Valid Florida Driver's License. Bondable.

Experience: Seven (7) years progressively responsible Human Resources experience with responsibility for 50 or more full time employees, or five (5) years experience in a state or local government Human Resources Agency. Collective bargaining and advanced analytical and problem-solving skills required. A Master Degree in a related field may be substituted for two (2) years experience.

### **Preferred:**

#### Education:

Experience: Ten (10) or more years of directly applicable experience, preferably in a municipal jurisdiction, supplemented by specialized training courses. Exceptional presentation and strong project management skills. Public sector collective bargaining experience.

**ENVIRONMENTAL CONDITIONS:** See page 5 for additional information.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Ability to access file cabinets for filing and retrieval of data. See page 6 for additional information.

## ENVIRONMENTAL CONDITIONS

THE BLOCKS SHOW THE ENVIRONMENTAL CONDITIONS UNDER WHICH YOU PERFORM YOUR ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

**KEY:** CONSTANT: More than 80% (6 ½ hours or more per 8 hour day.)  
 VERY FREQUENT: 51% - 79% (4 ½ - 6 hours per 8 hour day.)  
 FREQUENT: 21% - 50% (2 ½ - 4 hours per 8 hour day.)  
 OCCASIONAL: 6% - 20% (1 - 2 hours per 8 hour day.)  
 RARELY: 0% -5% (Less than 1 hour per 8 hour day.)

TYPE OF ENVIRONMENTAL CONDITIONS	CONSTANT CONSTANT	VERY FREQUENT FREQUENT	FREQUENT OCCASIONAL	OCCASIONAL RARELY	RARELY
Work Inside	X				
Work Outside				X	
In Heat					X
In Cold					X
In High Humidity					X
In Dampness or Chilliness					X
In Dry Conditions					X
In or with Noisy Conditions					X
In Darkness					X
In or with Dusty Conditions					X
With Silica, Asbestos, Etc.					X
With Fumes or Gases					X
With Smoke or Flames					X
With Chemicals					X
With Solvents					X
With Grease or Oils					X
With Radiant Energy					X
With Electrical Energy					X
On Slippery Surfaces					X
On Uneven Surfaces					X
In or With Moving Objects					X
In or With Moving Vehicles					X
On or With Ladders/Scaffolding					X
At Heights above Ground Level up					X
Below Ground level (Ditches,					X
With □ feet □ legs or □ hands in					X
With Explosives					X
With Vibrations					X
Working Closely with Others		X			
Working Alone			X		
With Poor Lighting					X
With Poor Ventilation					X
With Odors					X

## ESSENTIAL PHYSICAL ABILITIES

THE BLOCKS SHOW THE TYPES OF PHYSICAL SKILLS REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

**KEY:** CONSTANT: More than 80% (6 ½ hours or more per 8 hour day.)  
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 FREQUENT: 21% - 50% (2 ½ - 4 hours per 8 hour day.)  
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TYPE OF PHYSICAL SKILLS	CONSTA	VERY FREQUE	FREQUE	OCCASI	RARELY
Heavy lifting (45 pounds and over)					X
Moderate lifting (15 to 44 pounds)					X
Light lifting (under 15 pounds)				X	
Heavy carrying (45 pounds and over)					X
Moderate carrying (15 to 44 pounds)					X
Light carrying (under 15 pounds)				X	
Reaching above shoulder				X	
Use of fingers	X				
Both hands required	X				
Climbing (use of legs and arms)					X
Climbing (legs only)					X
Good near vision		X			
Good distant vision					X
Both eyes required	X				
Depth perception					X
Distinguishing basic colors					X
Distinguishing shades of colors					X
Good hearing (with hearing aid)	X				
Good hearing (without hearing aid)					X
Straight pulling					X
Pulling hand over hand					X
Pushing					X
Walking			X		
Standing				X	
Crawling					X
Kneeling					X
Bending		X			
Balancing					X
Smelling					X
Tasting					X
Stooping					X
Jumping					X
Running					X
Throwing					X
Driving (cars, small vans, pick-ups,				X	
Driving and operating (heavy					X

**REVIEWED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Human Resources

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I accept appointment to the foregoing Classification at a pay rate of \$\_\_\_\_per\_\_\_\_, and I will perform the required duties and responsibilities set forth above.

I understand that my appointment and continued employment is subject to the City's Personnel Policies and Procedures, and that my employment is for an indefinite term and does not confer a legal property or other right to this or any other position.

**EMPLOYEES NAME** (please print): \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
City Manager