



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE:** Human Resources Director

**DATE OPENED:** 08/02/2017

**DEPARTMENT/DIVISION:** Human Resources/Risk Management

**HIRING RANGE:** \$75,900.00 to \$106,895.00 (DOQ)

**POSITION FUNCTION:** Directs and oversees the Human Resources and Risk Management Department consisting of the Human Resources and Risk Management operations of the City. Directs Department activities through the development and oversight of program design and implementation, contract management, policies and directives, budgets, and goals and objectives to ensure the integrity of the Compensation, Classification, Policies, Benefits, Wellness, Incentives, Talent Acquisition and Retention, Training and Development, and Risk Management Strategies of the City. Serves as the Principal Personnel and Risk Administrator.

**ESSENTIAL DUTIES:**

1. Directs and oversees the design and administration of all organizational Policies and Procedures. Responsible to ensure that each component is administered in an efficient and effective manner through consistent, sound practices and methods resulting in and achieving parity and compliance. Directs and oversees compliance with applicable Federal, State and local legislation and/or mandates.
2. Directs and oversees the operations of Compensation and Classification, to include but not limited to benefits, incentives and wellness initiatives; wage and labor; compliance; labor contract management; selection and retention strategies and compliance; training and development programs; and other employment related programs and market strategies.
3. Directs and oversees Risk Management initiatives for the City through the development and implementation of appropriate methods and program initiatives related to Workers' Compensation and Property and Liability resulting in abatement and mitigation strategies.
4. Directs and oversees the preparation and administration of the Human Resources and Risk Management Department's annual budget. Responsible for forecasting expenditures necessary and required to complete Departmental projects; the procurement of goods and services; and Personnel related costs. Directs and oversees the selection and retention of Department Personnel, to include training and development initiatives.
5. Provides staff assistance to the City Manager by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings.
6. Performs other duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES:** Required knowledge and experience is normally obtained through the completion of an advanced education from an accredited educational institution of higher learning resulting in a Master's Degree in Human Resources, Organizational Development, Public Administration, or related field and at least ten (10) years of management and project work related experience in Human Resources, Organizational Development, Public Administration, or related field are required. Five (5) years supervisory experience is required. Government work related experience is required. A Professional Human Resources certification is preferred. Work requires the ability to read letters, memos, contracts, professional and industry literature, and spreadsheets and other job related analysis. Work requires the ability to write letters, memos, and contracts. Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports. Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance. Work is widely varied, involving analyzing and evaluating many complex and significant variables. Organization-wide policies, procedures, or precedents may be developed and/or recommended. Must possess excellent oral and written communication skills. Must be able to perform complex mathematical computations and/or statistical analysis. Should be competent in the use of Microsoft Excel, Word and Power Point software. Must be able to research, compile and analyze data, and then present findings to the City Commission and City Manager in an acceptable format. Ability to learn and remain up-to-date on Federal, State and City applicable regulations, best practices and policies affecting department activities. Ability to establish and maintain effective working relationships with employees, other government representatives, contractors, partners, consultants, vendors, the media and general public is essential. Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

Interested candidates should submit a cover letter, resume to the Human Resources Director, City of Haines City, 620 E. Main Street, Haines City, FL 33844. Please complete online application. Incomplete applications will not be considered.

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**Our Mission**

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

**P.R.I.D.E.**

Professionalism • Responsiveness • Integrity • Diversity • Ethics