**JOB DESCRIPTION  
CITY OF PANAMA CITY**

**Job Title: Assistant Human Resources Director**

**Department/Division:** Human Resources & Risk Management

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| **Annual Pay:** $54,392.21 *Plus competitive benefit package.* | **Type of position:**  Full-time | **Hours:**    40 /week  Exempt |

**MAJOR FUNCTIONS**

This is highly responsible professional and supervisory work in the Human Resources Department. This position functions as Acting Director in the absence of the Human Resources Director and assists in supervising the daily operations of the human resources staff. This position is responsible for the overall administration of the employee benefits program, classification and compensation, records retention, risk management, civil service and development of other pertinent programs. This work will be frequently impacted by changes in laws, policies and guidelines, and shifting of priorities. Duties are performed under the direct supervision of the Human Resources Director.

**ESSENTIAL DUTIES**

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.

* Assists management in determining course of disciplinary action and administering discipline to employees
* Provides advice to department directors and supervisors on interpretation and application of rules and regulations and monitors compliance by City departments, divisions, and employees.
* Administers the classification and compensation program; reviews and makes recommendations of new and revised classification specifications and conducts salary surveys as needed.
* Evaluates employee performance appraisal systems and prepares recommendations for revisions and supports management about the successful fulfillment of Performance Improvement Plans.
* Oversees records management and personnel action forms.
* Supervises human resources staff alongside the Human Resources Director to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures.
* Assists with the auditing and maintaining of FLSA designations.
* Assists employees with Retirement Systems questions, DROP, and the Investment plans
* Works with Department Head to oversee the recruitment process; ensured applications are reviewed and processed appropriately.
* Coaches managers and employees about career development strategies and techniques.
* Supports management with regard to successful fulfillment of Professional Improvement Plan (PIP) or Improvement Plans.
* Assist in scheduling counseling as needed through the Employee Assistance Program.
* Advise employees with regards to educational goals.
* Assists HR Director with special projects, research, investigations and recruiting initiative.
* Participates in development of training programs. Develops, conducts and coordinates Human Resources training for supervisors and employees such as interviewing techniques, counseling and evaluating employees, as well as new supervisor training.
* Oversees the development of delivery and employee orientation and training programs such as, New Hire Orientation.
* Attends meetings, conferences and hearings to present recommendations and represents the Human Resources Department or the City.
* Assist in formulating personnel policies and procedures and monitors compliance by city departments, divisions and employees.
* Administers and directs the development and administration of the employee benefits program including life, medical and dental insurance, retirement, deferred compensation and other employee benefits. Administers City Wellness Program.
* Notifies the Director on personnel problems such as excessive turnover, low morale, difficulty of recruitment and similar matters, and prepares reports.
* Oversees Executive, Supervisor, and Employee Safety Committees. Develops and coordinates implementation of safety training programs for compliance with federal, state, and local regulations requirements.
* Participates in employee relations activities, leads the investigation process.
* Works with Department Head to recruit the most qualified candidates for employment opportunities through a variety of means, including job fairs, internet community advertisements, volunteer/cooperative education programs and continual networking with employment agencies.
* Participates in open enrollment periods and presentation of employee health benefit programs.
* Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of training techniques, functions and resources for providing training programs.
* Ability to establish and maintain effective working relationships with a variety of people to coordinate projects between diverse groups of people.
* Ability to establish objectives and direct effective long and short range plans for the accomplishment of the stated tasks.
* Ability to communicate effectively, both orally and in writing, including public speaking and preparing written reports and memoranda in English.
* Must be proficient in operating computers and office equipment.
* Ability to multi-task in fast paced environment.
* Knowledge of MS Word, Outlook and PowerPoint essential.
* Considerable knowledge of the principles and practices of personnel administration.
* Knowledge of the terminology, job content and practices of personnel administration and qualification requirements of a variety of public occupations.
* Considerable knowledge in newer technologies and electronic enhancements.
* Knowledge of the principles and practices of public personnel administration and employee relations.
* Knowledge and requirements of HIPAA regulations.
* Ability to develop and administer personnel programs.
* Ability to conduct investigations, analyze facts and to exercise sound independent judgment and to arrive at valid conclusions.
* Ability to establish and maintain good public relations with subordinates, Directors/Division Managers and the public.
* Ability to effectively communicate and express ideas clearly and concisely, both orally and in writing.
* Ability to effectively supervise subordinate employees.

**MINIMUM QUALIFICATIONS**

* Graduate of a four (4) year accredited college with a degree in Human Resources Management or related field, Master’s degree preferred
* Five (5) years’ experience of progressively responsible experience in personnel administration and prior supervisory experience preferred.
* Must maintain good interpersonal and communication skills to deal with public.
* Must be able to speak, write, and comprehend English language.
* Must possess and maintain a valid Florida driver license with a driving record or Possession ability to obtain a valid Florida driver license upon offer of employment
* Licenses and/or Certifications: PHR/SPHR and/or CP/SCP.

**PHYSICAL DEMANDS**

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

* Working Conditions  
  Work is primarily performed indoors yet may require some exposure to environmental changes or irate customers, extreme noise, odors, heights and/or dust.  
     
  Risk/Safety Conditions  
  See above.
* Essential Physical Activities:  
  Stooping, sitting, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pulling, talking, standing, finger movement, repetitive motions, depth perception.  Frequent lifting of 10 to 15 pounds; occasional lifting of up to 25 pounds.

*These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

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