



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: HUMAN RESOURCES AND RISK MANAGEMENT DIRECTOR
Requisition: 15-007
Department: Human Resources
Position #: 0116-001
Opening Date: February 13, 2015
Closing Date: Until filled
FLSA Status: Exempt
Hourly Pay Range: \$100,000 annually - \$116,000 annually/ DOQ

GENERAL DESCRIPTION:

This is administrative and professional work in planning, directing and coordinating the City's central Human Resources and Risk Management programs. Under general direction and broad policy guidance, this employee exercises extensive initiative and independent judgment in assuring personnel functions are accomplished in accordance with employment law and municipal administrative policies. The incumbent is expected to exercise independent judgment in developing and carrying forward the City's personnel and risk programs and assisting employees in matters related to personnel and risk management.

Employee is required to work effectively with and maintain communications with senior and subordinate personnel. Work is reviewed through conferences, reports, observations, success of the program and new procedures developed and implemented to achieve goals established.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Directs the various personnel functions required of municipal government such as recruitment, selection, placement, and separation; position classification; job description; wage & salary administration; job evaluation; in-service training and management development; risk management; personnel record keeping procedures.

Establishes and implements procedures to assure compliance of personnel regulations with federal and state statutes relative to equal pay, working hours, age discrimination, affirmative action provisions and other laws relating to Civil rights and due process.

Establishes and recommends the establishment of personnel standards, procedures, forms and regulations; conducts related studies and surveys; interprets data and formulates recommendations for action.

Makes recommendations regarding hiring of applicants; subordinate employees being transferred, suspended, promoted, terminated, reassigned or disciplined; participate in grievance deliberations; labor negotiations; and act in a confidential capacity.

Directs the preparation of various monthly, annual and other reports; and the preparation of a position classification report and pay plan.

Investigates problems incidental to working conditions, disciplinary actions and employee grievances. Respond to EEOC complaints with review to the City Attorney or other City assigned legal counsel.

Administers the position classification, pay and benefits plan. Administers various employee relations activities, such as: the Employee Suggestion Program, Service Awards and Educational Assistance.

Administers and makes recommendations pertaining to all elements of the City's various insurance and safety programs as related to records, statistics, auditing, premiums, policy expiration dates, claims, cancellations, etc.

Administers processing of reports, as required by Florida Statutes 440, and claims relating to third-party injuries, property damage, occupational diseases, public liability accidents and other claims; maintains extensive files on accidents and claims.

Maintain and update City Safety Policies and Procedures and or Substance Abuse Policies.

Performs related work as required, directed and/or assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Knowledge of the principles and practices of public personnel administration, organizational development, and risk management. Extensive Knowledge of municipal government functions and organizations.

Ability to direct and participate in personnel activities and to assist in the development of long-range plans for the personnel program for the City.

Ability to supervise, through supervisors and subordinate staff levels, the work of employees in a manner conducive to full performance and high morale.

Ability to apply applicable supervisory methodologies needed in work environment to promote positive work relationships and ensure accountability.

Ability to interact politely and professionally with co-workers, City officials, and the general public, including members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, pregnancy, or familial status. Ability to provide superior customer service and respond to difficult and sensitive co-workers and citizen inquiries and complaints.

Ability to oversee all aspects of the City's risk management function.

Skill in the use of a personal computer and software.

Education and Experience Requirements: Graduation from an accredited four (4) year college or university with a bachelor's degree in human resources, business or public administration, or closely related field. A Master's degree is preferred. Supplemental course work in Risk Management is preferred. Eight (8) years of progressive supervisory/managerial experience in public sector personnel administration, at least three (3) years of which involve a large public or private sector personnel and risk program. Education and experience that is determined to be directly related to the specific foregoing requirements may be substituted. Possess and maintain a valid state of Florida driver's license and satisfactory driving record throughout employment. SPHR certification desired.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to fingers, handle, or operate objects, tools, or controls; and reach with hands and arms. Ability to safely operator a motor vehicle with or without reasonable accommodations.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment. Work may occasionally require off-site visits to access risk matters.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**