



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Assistant Human Resources Director **Prepared Date:** 07/2014  
**Department:** Human Resources **Approved By:**  
**Classification:** 0503 Elsa I. Jaramillo-Velez  
**Pay grade:** 32E Carmen Olazabal  
**FLSA:** Exempt

A handwritten signature in blue ink, appearing to be "EJ", is written inside a blue circular scribble.

### Summary

Assists the Director in managing all aspects of the Human Resources Department, including employment/labor relations, recruitment and selection, classification and pay, risk management (workers compensation and liability), consistent with the City's mission, vision and values. Assists the Director to ensure compliance with applicable federal, state and county laws, labor contracts and the City's Rules and Regulations.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Director in managing the daily operation of the Human Resources Department, including recruitment and selection, compensation and classification, recognition programs, labor relations, employee relations, records maintenance, and promotional testing.

Assists the Director in the administration of various programs and processes relating to risk management, including employee insurance benefits, workers compensation, physical exams and drug/alcohol testing, safety and loss control, and property and general liability insurance programs.

Assists the Director in managing the administration of collective bargaining agreements, negotiation of contracts, management of grievances, and disciplinary actions.

Assists the director in managing unemployment compensation claims; investigates the validity of claims and manages the appeals process. May serve as the City's representative at unemployment compensation appeals hearings.

Assists other department directors and management staff resolve personnel issues; assists in drafting and/or reviewing proposed disciplines for compliance with collective bargaining agreements and the Personnel Rules and Regulations.

Assists department directors in the review and assessment of employee classifications; assists in reclassification when warranted.

Represents the Human Resources Director, as directed, at pre-determination hearings, grievance proceedings, and arbitrations.

Conducts surveys, including compensation, job specification, benefits, etc. of South Florida municipalities to gauge the City's competitiveness in the labor market.

Responds and/or coordinates the response to personnel related public records requests in accordance with Florida Statutes.

Manages the City's online recruitment software; works with other departments to troubleshoot and resolve issues.

Prepares ordinances and resolutions for enactment by the City Commission.

Conducts human resources training, to include progressive discipline, EEO (sexual harassment).

Assists in the preparation and administration of the Human Resources budget.

Performs employee performance evaluations and reviews evaluations performed by subordinate staff.

Performs special projects as assigned by the Human Resources Director.

Serves on the Emergency Management Team.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of City practices, policies and procedures, federal, state, and local laws relating to human resources to include: EEO, ADA, FLSA, FMLA, ADEA, and HIPAA.

Knowledge of human resources techniques, labor relations, benefits, risk management, City employee Rules and Regulations and collective bargaining agreements.

Knowledge of records management practices and related laws, as well as validation and administration requirements for employee selection and promotional examinations.

Knowledge of RFP's service contracts and certificates of insurance, contract negotiation methods and procedures, provisions of insurance carrier plans and policies, management and supervisory practices and City emergency action plan.

Ability to manage, supervise, train, discipline, and delegate work of subordinates.

Good verbal and written communication skills are required.

Ability to communicate professionally and maintain effective working relationships with employees of all levels, applicants, management, union representatives, city officials, attorneys, and service providers.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

Bachelor's degree in Personnel Management, Labor Relations, Public Administration, Business Administration, or related field; Master's degree preferred.

Minimum five (5) years professional human resources experience, to include two (2) years at a supervisory/management level.

Valid Florida Driver's License.