

City of Fernandina Beach  
Job Description

DLM

City Manager Signature

9/20/18

Date

Title: Human Resources Director  
Department: Human Resources  
FLSA Status: Exempt  
Reports to: City Manager  
Pay Grade: 143

**Minimum Qualifications**

- A. Education and Experience:  
Bachelor's degree from an accredited college or university in Business Management, Public Administration, or related field required. Master's degree preferred. Eight (8) years progressively responsible experience in the human resources field, including a minimum of five (5) years in supervisory/management positions required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:  
Senior Professional in Human Resources (SPHR) certification preferred.
- C. Knowledge, Abilities, and Skills:  
Ability to anticipate and analyze problems, resolve issues through creative problem solving, manage multiple assignments and changing priorities. Strong factual HR labor and employment law knowledge and the ability to interpret, apply, and articulate this knowledge in support of business initiatives required. Must have a demonstrated ability and comfort level in advising, bringing issues and solutions to the table and challenging management where appropriate. Must be a relationship builder and possess the ability to achieve results through positive personal relationships and coaching. Some exposure to union environments helpful but not required. High degree of integrity, emotional intelligence, flexibility, optimism, and self-motivation required. Proficiency in Microsoft Office Suite and HRIS required.

**General Description**

This is managerial and administrative work directing and managing human resources city-wide, encompassing employee relations, labor relations, staffing, training, benefits administration, HR support and counsel to management, employee communications, HRIS, workers compensation/risk management, and employee event planning.

**Essential Functions**

1. Provides a leadership role to the City with respect to all matters concerning Human Resources.
2. Develops and implements goals, objectives, and plans for the effective operation of the Human Resources Department. Plans, organizes, administers, directs, and reviews the activities of the Human Resources Department.

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3. Develops HR policies, and oversees the development of procedures to implement, monitor, and enforce them.
4. Provides direction and strategy and is responsible for the negotiation and administration of all collective bargaining agreements within the City.
5. Resolves disputes concerning application or interpretation of policies and procedures.
6. Recommends selection, promotion, discipline, discharge, and other appropriate personnel actions.
7. Works closely with department heads to determine organizational training and development and human resources needs, develops effective organization structure, staffing, and compensation, and serves as a consultant to all areas of human resources administration.
8. Responsible for staffing process end-to-end to include job posting, interviewing, selection, and on-boarding of new hires.
9. Ensures that recruitment, hiring and employee relations practices comply with all applicable Federal and State laws, rules, regulations, and policies of City government.
10. Responsible for city's Safety Committee functions, providing guidance and leadership.
11. Responsible for benefits administration functions, including benefit plan design and negotiation of benefits contracts.
12. Manages Family and Medical Leave requests.
13. Responsible for providing staff coordination for city's Pension Boards of Trustees.
14. Responsible for managing workers compensation and unemployment compensation claims effectively.
15. Responsible for investigating EEO issues, complaints, and claims.
16. Develops long and short-range organizational development, training, and human resources strategies for the City.
17. Prepares, submits, and monitors annual departmental budget.
18. Responsible for city's HRIS; ensures that the HR department compiles personnel data and reports as directed and maintains appropriate information/data related to all persons in City service. Maintains security and confidentiality of employee records.
19. Communicates with the City Commission, City Manager and other Charter Officers by providing periodic and on-request reports and presentations.
20. Responsible for preparation and delivery of the city's employee newsletter and other communications to employees.
21. Responsible for planning and coordinating employee events for the purpose of creating a fun and enriching work environment for employees.
22. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
23. Performs other duties as assigned.

**Essential Physical Skills**

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing,

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walking, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Managing Diversity, Problem Solving, Interpersonal skills, Communication (oral and written).