

RESOLUTION 21-03-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF PERSONNEL DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to amend the job description for the position of Personnel Director, and to correct the name of the department for this position to Human Resources Department. A copy of the amended job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Vice-Mayor Daly, and upon being put to a roll call vote, the vote was as follows:

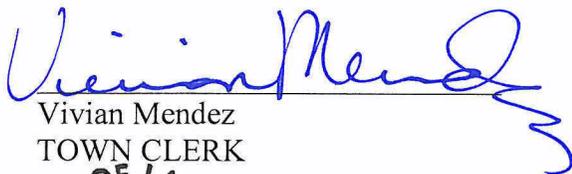
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 21-03-07 duly passed and adopted this 21 day of March, 2007.

TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


Vivian Mendez
TOWN CLERK



FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

HUMAN RESOURCES DIRECTOR

CLASSIFICATION CODE: 120
PAY GRADE: 15
DEPARTMENT: HUMAN RESOURCES

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for performing activities relating to all aspects of the Human Resources function including human resources planning, directing and controlling all activities including policy development, job evaluation, recruitment, selection, training, compensation, safety, risk management, conflict resolution, and performance evaluations. Answers to the Town Manager. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the human resources director position.

1. Annually reviews and makes recommendations to the Town Manager for improvement of the Town's human resource policies, procedures and practices.
2. Communicates changes in Town human resource management policies and procedures to department heads to ensure proper compliance.
3. Assists the Town Manager in the annual review, preparation and administration of the Town's wage and salary program.
4. Reviews and classifies positions for approval according to position duties and responsibilities, essential functions, job competencies, reporting structure, physical requirements, and exempt or non-exempt status.
5. Develops and administers an effective employee recruitment program including the development and placement of ads, collection and review of employment applications, pre-employment screening of applicants, and conducting pre-employment and exit interviews.
6. Maintains knowledge of industry trends and employment legislation and ensures the Town's compliance with state and federal requirements pertaining to human resource management.
7. Consults with department heads and the Town Attorney, as needed, regarding matters of employee discipline, guidance and employee management, and to assist the department heads in carrying out their responsibilities on personnel matters.

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8. Coordinates risk management and administers the Drug Free Workplace Policy, and monitors worker's compensation claims. Coordinates the reporting of worker's compensation and property/liability insurance claims to the Town's insurance carriers.
9. Develops and coordinates employee benefit programs and plan, and coordinates and facilitates annual employee open enrollment.
10. Consults with the Town Attorney as appropriate or as directed by the Town Manager on personnel matters.
11. Prepares answers equal employment opportunity complaints and liability matters subject to the review and final approval by the Town Attorney, and investigates employee grievances.
12. Participates in collective bargaining negotiations.
13. Develops and maintains a human resource information system that meets the Town's personnel information needs.
14. Coordinates training programs for Town employees.
15. Writes Ordinances and Resolutions for review for legal sufficiency by the Town Attorney and the review and approval by the Town Manager and Town Commission concerning human resource policies, procedures and practices, and develops the annual fiscal budget for the Human Resources Department for approval by the Town Manager and presentation to the Town Commission.
16. Supervises the staff of the Human Resources Department.
17. Performs general management duties for the Town Manager as assigned.
18. Serves as liaison to the Town's Merit Board, and coordinates and prepares for such cases as needed.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree from an accredited college or university with significant coursework in human resource management, organizational development or closely related field plus at least three years of experience in exempt level human resource management preferably in the public sector required. Professional in Human Resource Management (PHR) or Senior Professional in Human Resource Management (SPHR) certification preferred. Must possess knowledge of human resource information systems and computer operations including Microsoft Outlook, Microsoft Word, and Excel.

B. Knowledge, Skills and Abilities:

- Knowledge of local, state and federal laws pertaining to human resource management.

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- Knowledge of the current principles and practices of human resource management.
- Ability to develop long-term and short-term human resource management plans and programs consistent with the Town's mission, goals and objectives.
- Ability to establish and maintain effective working relationships with other management staff, employees and the general public.
- Ability to research, develop and write policies and procedures relating to human resource management.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to maintain confidentiality in personnel matters.

PHYSICAL REQUIREMENTS:

Tasks involve limited physical activities, light lifting, standing and walking, and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL REQUIRMENTS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.