

Title: HR Specialist - Policy and Labor Relations
PG: 54
Status: Civil Service
Position Reports to: Policy and Labor Relations Manager
Department: Human Resources

Class Code: 2271
Date: 12/08

GENERAL DESCRIPTION OF CLASS:

This is an advanced professional position responsible for human resource work in the Policy and Labor Relations Office. Work activities involve performing various functions, as well as carrying out various department assignments and assisting in the more difficult aspects of Human Resource administration. This position will also be responsible for the administration and development of the compensation and classification functions including compliance issues, development of our Pay for Performance System and other pay programs for all positions. The employee is expected to function with a high degree of independence within the framework of established policies, procedures and instruction. Work is conducted under the general guidance and supervision of the Policy and Labor Relations Manager.

ESSENTIAL FUNCTIONS:

1. Counsels employees on policy, personnel and labor issues.
2. Performs research and conducts analysis in preparation for collective bargaining and interprets data for effective use in and during negotiations.
3. Performs statistical analysis in order to formulate recommendations regarding wages and benefits for unionized employees.
4. Develops and conducts HR and related training programs as required.
5. Evaluates human relations and work related problems among employees and meets with supervisors and managers to discuss possible effective remedies.
6. Ensures departmental compliance with mandatory training and policies.
7. Assists in the processing of employee grievances and disciplinary actions, including investigations, complaint analysis, arbitration and mediation.
8. May assist in the collective bargaining process, including conducting supervisory and management training relative to collective bargaining agreements.
9. Assists in the preparation of developing and editing of HR policies and various in-house employee communications.
10. Supervises, plans and coordinates work assignments of direct report employees in the absence of the Policy and Labor Relations Manager.
11. Serves as the City's liaison in negotiations, arbitration and mediation with various employee Unions.
12. Assist in developing, administering the Affirmative Action Plan and all compliance programs and reports.
13. Administers the Unemployment Compensation (AWI), Tuition Reimbursement and the Sick Leave Pool.

ADDITIONAL RESPONSIBILITIES:

1. Conducts independent evaluations and studies as required.
2. Performs other related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the modern Human Resource management techniques and methods, including employee/labor relations and compensation/classification systems.
2. Knowledge of the organizational structure of a medium to large municipality or equivalent employer.
3. Knowledge of Affirmative Action, EEOC, ADA, FMLA and Wage and Hour, and other employment laws as they pertain to the public sector.
4. Knowledge of the various laws and regulations pertaining to municipal personnel administration.

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5. Knowledge of the City's Civil Service Act and its rules and procedures.
6. Knowledge of City policies as they pertain to terms of employment and benefits, including sick leave and tuition reimbursement.
7. Knowledge of and ability to apply various computer software programs to include MS Office Suite (Excel, Word and PowerPoint), Outlook.
8. Skill in preparing written reports, research and survey data.
9. Ability to listen effectively to others
10. Ability to plan, assign and direct the work of subordinate personnel.
11. Willingness to work hours necessary to perform the functions associated with this position in order to meet operational needs.
12. Willingness to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.
13. Willingness to maintain confidentiality of department records and sensitive situations.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in Human Resources, Public Administration, Business Administration, or closely related field.
2. Five (5) years of progressively responsible experience in human resource work including employee/ labor relations and/or the compensation arena.
3. Completion of City University level (1) or completion within twelve (12) months.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid contact telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.