**Broward MPO Job Description**

**Program Specific Roles and Responsibilities**

Human Resources Manager

**Program Description**

The Human Resources Manager is a leader within the Finance & Administrative Services Department. They are responsible for implementing the human resources infrastructure and systems needed to support the Broward MPO’s strategic objectives. This position plays a key role in Human Resource Management’s involvement in carrying out the MPO’s core products. It is responsible for developing, implementing, and evaluating employee relations and human resources policies, programs, and practices.

**MPO Staff Roles and Responsibilities**

* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Acts as primary contact for employees’ benefit questions and/or issues.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Manages worker’s compensation policy and claims.
* Responsible for recruitment, selection, and on-boarding process; coordinates all new associate orientations; prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Prepares and maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
* Contributes to team effort by accomplishing related results as needed.
* Ensures planning, monitoring, and appraisal of employee work results by coordinating the employee evaluation process (including updates to the evaluation form), training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
* Maintains human resource staff by counseling and disciplining employees; and planning, monitoring, and appraising job results.
* Establishing, maintaining and coordinating the agency’s training program for both required and optional training opportunities.
* Assures company compliance with reporting, tracking and retention requirements.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
* Assists and advises in the proper application of regulatory issues, including but not limited to FMLA, ADA, FLSA, etc.
* Maintains historical human resource records by designing a filing and retrieval system; keeps past and current records; assures compliance with record keeping and retention guidelines and regulations.
* Responsible for communicating general information to associates through bulletin board maintenance, email communication, and other media.
* Reaching effective solutions while balancing the needs of the organization against the expectations of individual associates.
* Performs other duties as needed, including updating the Continuity of Operations Plan (COOP).
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

**Minimum Education and Experience Requirements:**

Requires a Master’s degree from an accredited college or university with major coursework in human resources, public or business administration or closely related field.

Requires five (5) years’ experience in Human Resources.

Strong knowledge of Microsoft Office.

Excellent written and oral communication skills.

**Special Certifications and Licenses:**

Valid Florida driver's license

**Preferences:**

Government Human Resource Experience

Senior Professional in Human Resources (SPHR)

Professional in Human Resources (PHR)

Payroll Experience a plus

**Physical Demands:**

* The employee is generally sedentary, but may occasionally be required to stand, walk,

 stoop, kneel or bend at the waist.

* Specific vision abilities required by this job include close vision, distance vision, color

 vision, peripheral vision, depth perception and ability to adjust focus.

* Specific hearing abilities required by this job include the ability to hear and speak to

 communicate in person, before groups, and over the telephone.

**Salary:**

$60,000.00 - $75,000.00 Annually

**Job Type:**

Full Time

**Job Hours:**

8:00am – 5:00pm, Mon-Fri