

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



DIRECTOR, HUMAN RESOURCES Full Time, Exempt

Starting Salary Range: \$87,299 - \$100,394
Salary Grade Range: \$87,299 - \$130,949

Posting Date: 05/18/2022
Closing Date: Open Until Filled

Responsible for direction and administration of human resources functions such as recruitment and selection, compensation and benefits, payroll, training and development, workers compensation, labor, and employee relations. Work involves defining program goals and objectives; developing and implementing work plans; assigning work and supervising staff; developing and directing the implementation of practices and procedures related to the Human Resources function.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited four-year college or university in Human Resources Management, Public Administration, Business Administration, or related field. Six (6) years of increasingly responsible professional human resources experience with at least five (5) years in a leadership role. Valid State of Florida Driver's License or must obtain within 90 days of assuming the position.

PREFERRED QUALIFICATIONS: Master's degree in Business Administration with a concentration in Human Resources Management, PHR/SPHR or a similarly recognized certification in Human Resource Management, Experience in negotiations with unions, **preferred**.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext. 4212.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION

Job Code: 3029
Date Approved: 04/22
Grade: 44

JOB TITLE: Director, Human Resources
REPORTS TO: Executive Vice President, Chief Financial Officer
DEPARTMENT: Administration
FLSA STATUS: Exempt

JOB SUMMARY

Responsible for direction and administration of human resources functions such as recruitment and selection, compensation and benefits, payroll, training and development, workers compensation, labor, and employee relations. Work involves defining program goals and objectives; developing and implementing work plans; assigning work and supervising staff; developing and directing the implementation of practices and procedures related to the Human Resources function.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Develops, formulates, interprets, coordinates implementation, and revises employee handbook and associated human resources policies, and directives. Oversees the compliance with these policies and procedures by management and other employees.

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; coordinates pre-determination and evidentiary hearings; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in policies, and procedures.

Directs the Authority's planning, organization, and administration of Human Resource management functions; establishes department priorities, goals, and objectives through collaboration and consultation with President, CEO, attorneys, and management staff.

Develops, drafts, and recommends Human Resource strategies, policies, and procedures to improve efficiency and effectiveness of the Authority's Human Resources administration; ensures agency compliance with regulatory standards concerning Human Resource management and employment practices.

Functions as primary or co-negotiator for Authority union contract; develops labor relations strategies for bargaining unit; advises managers on contractual issues; prepares and interprets contract language; manages implementation of negotiated matters such as wages, benefits, and retirement; conducts cost analysis; coordinates grievance process; provides training to supervisors and managers on labor matters.

Directs planning, coordination and administration of recruitment and assessment, selection and placement, classification and compensation, collective bargaining, employee assistance, benefits/health, training, workers' compensation, organizational development, payroll, and all other Human Resource functions.

Evaluates and improves the agency's selection procedures, hiring practices, classification and pay practices, employee group health and life insurance plans, and training/organizational development programs.

Develops, implements, and administers department budget; monitors expenditures for adherence to established budgetary parameters.

Authorizes recruitment for budgeted positions, applicant selection and hiring rates, all personnel wage adjustments, needs assessment, and training schedules, and program content.

Administers Authority benefits plans, programs, and contracts; develops recommendations and requests for proposal for new benefit plans; negotiates new plan contracts and coordinates implementation and administration of such; directs employee benefit program to include self-insured health insurance, dental insurance, life insurance, vision insurance, and flexible spending; recommends changes to reduce costs.

Oversees administration of the Authority's risk of financial loss in areas of workers' compensation, health, dental, life and vision through a combination of insurance coverage and self-insurance; reviews various monthly loss reports (payment, claim history, aggregate and specific) and claim reports (experience, excess, lag,) from claims administrators; evaluates existing coverages for adequacy; determines alternate insurance coverage options and/or insurance coverage changes; oversees/performs annual evaluations of plans for financial solvency; reviews and implements funding recommendations; reviews, processes, and approves payment registers of claims administrators.

Manages professional service contracts with vendors for services related to employee benefits, and workers' compensation insurances (i.e. brokerage services and third party claims administration services), actuarial services, occupational medical services (i.e. employee assistance program, random drug and alcohol testing services, psychological evaluations/mental fitness for duty); evaluates performance of professional service contract; reviews and approves service provider charges; evaluates renewal options; prepares bid documents; evaluates bid responses; and makes award recommendations.

Prepares and manages budgets for Human Resources Department; Self-insurance funds; oversees payment of invoices and claims; analyzes claim data; prepares financial reports; and maintains fiscal solvency of self-insurance funds.

Ensures the accomplishment of all Human Resource programs and functions in accordance with policies, procedures, and collective bargaining agreements.

Advises managers and supervisors on complicated administrative and technical employment issues, rules, laws, and regulations.

Responds to public and employee inquiries.

Other Job Responsibilities:

Performs special projects as assigned by the Executive Vice-President, Chief Financial Officer.

Represents the Airport at public meetings when issues relate to area of expertise or as directed by the President, Chief Executive Officer.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computer, calculator, copier, office machines.

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Human Resources Management, Public Administration, Business Administration, or related field

Six (6) years of increasingly responsible professional human resources experience with at least five (5) years in a leadership role.

Experience in negotiations with unions **preferred**.

Master's degree in Business Administration with a concentration in Human Resources Management, **preferred**.

Licenses and Certifications:

PHR/SPHR or a similarly recognized certification in Human Resource Management. **preferred**.

Valid State of Florida Driver's License or must obtain within 90 days of assuming the position.

Knowledge, Skills, and Abilities:

Excellent written and verbal communication and math abilities.

Knowledge of the principles, practices, and methods of Human Resources.

Knowledge of bargaining agreements and labor unions.

Knowledge of federal, state, and local laws, and airport policies relating to Human Resources.

Knowledge of human resource procedures, practices, and legal compliance.

Knowledge of group benefit administration.

Knowledge of payroll.

Knowledge of public personnel administration and local government organizations and procedures.

Knowledge of and ability to use Excel, payroll, and other computer programs.

Knowledge of appraisal and compensation systems.

Ability to analyze and implement airport policies and procedures.

Ability to plan, organize, assign, establish, and maintain effective working relationships with officials, executives, subordinates, tenants, and the public.

Ability to perform and complete multiple tasks within a short timeframe.

Ability to accept change and maintain a balanced approach in a flexible and creative environment.

Ability to plan, organize, prioritize, and delegate functions to subordinates in a manner that ensures they perform at optimum levels.

Ability to develop and maintain effective working relationships with superiors, fellow employees, outside agencies, auditors, and the general public.

Physical Requirements:

The Director, Human Resources must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As a Director, Human Resources, the employee must have the mental capacity to provide support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the President, CEO.

Environmental Requirements:

The Director, Human Resources generally works in an office environment.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Director, Human Resources if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Director, Human Resources and is subject to change at the discretion of the Airport Authority.



Physical/Mental Requirements

Job Title: Director, Human Resources

Job Code: 3029

Date: 04/22

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting			X	
1-10 lbs.			X	
11-20 lbs.			X	
21-35 lbs.			X	
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching			X	
Climbing				X
Driving				X
Written Communication		X		
Oral Communication	X			
Reading	X			
Hand Dexterity		X		
Reasoning	X			
Decision Making	X			
Analyzing	X			
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS

Full Time Employees

Employer Paid Benefits:		Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period	
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period	
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period	
Employee Assistance Program	Immediate	
Short-Term Disability (100% paid by SMAA)	1 year	
Sick-Time	90 days	
Vacation Leave	6 months	
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months	
Reimbursement for Continuing Education	6 months	
Floating Holidays	6 months	
National Holidays	Immediate	
Special Discount Programs (Varies)	Immediate	
Voluntary/Optional Benefits:		Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate	
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days	
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period	