

**808.1 SUBJECT: ORGANIZATION AND POLICY**

:1 OBJECTIVE:

Administer the personnel systems of the City.

:2 AUTHORITY:

This procedure amended by City Council April 23, 2012.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer (CAO) or designee.

:4 FUNCTIONS:

Human Resources functions include, but are not limited to matters concerning Human Resources policies and procedures; labor relations; recruitment and employment; classification and pay; employee benefits; civil service; education and training and Occupational Health and Wellness.

- A. Serves as advisor to the CAO or designee, prepares policies and procedures pertaining to Human Resources for City Council approval, and is responsible for those policies once approved.
- B. Recruits, tests, screens and processes for employment, all personnel hired by the City. Prepares and is responsible for maintaining personnel records on all employees.
- C. Maintains an updated, professional classification and pay plan for all City employees.
- D. Develops and administers a Training program for all City employees.
- E. Serves as the Americans with Disabilities Act (ADA) Coordinator for the City of Orlando.
- F. Administers employee educational programs for all City employees.
- G. Serves as liaison with the Civil Service Board with regard to personnel matters.
- H. Negotiates and administers all union contracts, and advises management on grievances and disciplinary matters.
- I. Administers the occupational health services contracts and City Wellness program.
- J. Administers the City's Benefits program.
- K. Serves as the Plan Administrator for the City's self-funded medical plan and executes such documents as are necessary to implement the self-funded medical plan and to effectuate the Summary Plan Description of January 1, 2012, and successor Plan Descriptions.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

City Grievance Adjustment Board (not required by City Code); Personnel Services Committee; Civil Service Board; Pension Advisory Committee (PAC); Long Term Disability Committee (LTD); M.E.R.I.T.S.; Damage Assessment Committee.

:7 REFERENCE:

City Council Minutes, January 1, 1952; adopted by City Council August 11, 1969; amended March 18, 1973, Item 35; amended November 19, 1973, Item 39; amended January 21, 1974, Item 49; amended May 19, 1975, Item 27; amended by City Council March 14, 1983, Item 33BB; April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004; amended April 23, 2012, Item#A-4, doc.#120423A04.

:8 EFFECTIVE DATE:

This procedure effective April 23, 2012.