

808.1: Organization and Policy

Objective:

Administer the personnel systems of the City.

Authority:

This policy amended by City Council March 22, 2021, Item A-5.

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.

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.

1. 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.
2. Recruits, tests, screens and processes for employment, all personnel hired by the City. Prepares and is responsible for maintaining personnel records on all employees.

3. Maintains an updated, professional classification and pay plan for all City employees.
4. Develops and administers a Training program for all City employees.
5. Serves as the Americans with Disabilities Act (ADA) Coordinator for the City of Orlando.
6. Administers employee educational programs for all City employees.
7. Serves as liaison with the Civil Service Board with regard to personnel matters.
8. Negotiates and administers all union contracts, and advises management on grievances and disciplinary matters.
9. Reviews, and must approve prior to implementation by any department or office, any policy or procedure, proposed by any City department or office, that changes or impacts wages, benefits or terms and conditions of employment. The Human Resources Division will consult with the City Attorney's Office prior to granting any approval.
10. Administers the occupational health services contracts and City Wellness program.
11. Administers the City's Benefits program.
12. 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.

Forms:

None.

Committee Responsibilities:

City Grievance Adjustment Board (not required by City Code); Personnel Services Committee; Civil Service Board; M.E.R.I.T.S.

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; amended March 22, 2021, Item A-5.

Date:

This policy effective March 22, 2021.