

POLICY NUMBER

APM-7-79

City of Miami

REVISIONS

REVISED SECTION

DATE OF REVISION

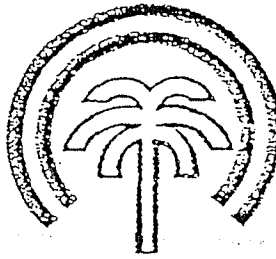
12-7-79

ISSUED BY:

CITY MANAGER

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SIGNATURE



ADMINISTRATIVE POLICY

SUBJECT: DEPARTMENT OF HUMAN RESOURCES MANUAL

PURPOSE: To establish a manual defining the functions and responsibilities of the Department of Human Resources.

THE POLICY WILL BE AS FOLLOWS: The functions of the Department of Human Resources will be exercised in accord with this Administrative Policy and other governing documents. This Policy makes appropriate references to Ordinances, Resolutions, Court Decrees, the Memorandum of Understanding with the U.S. Department of Justice, Federal Rules and Regulations, Civil Service Rules, and other applicable Administrative Policies of the City Manager.

A. FUNCTIONS OF THE DEPARTMENT OF HUMAN RESOURCES

1. Affirmative Action

The Department of Human Resources is responsible for conducting and administering an Affirmative Action Plan adopted by the City Commission on January 11, 1978. The Department is also responsible for preparing semi-annual progress reports for submission to the Affirmative Action Advisory Board and to the City Commission. The responsibility of the Department for this function is specified in Section 3 of Ordinance #8725 adopted by the City Commission on November 10, 1977 and in Section 2B of the City of Miami Affirmative Action Plan adopted by the City Commission on January 11, 1978.

2. Discrimination Complaints

It is the responsibility of the Department of Human Resources to investigate and resolve complaints of applicants and employees who allege discrimination because of race, color, religion, sex, national origin, age or physical or mental handicap. This responsibility is assigned by Section 11 of the Affirmative Action Plan and the Memorandum of Understanding signed July 15, 1977 for purposes of implementing the Consent Decree.



3. Consent Decree

The Department of Human Resources is responsible for monitoring the progress and compliance with the Consent Decree and for preparing periodic compliance reports to the U.S. Department of Justice and to operating officials of the City government. This responsibility is specified in the Memorandum of Understanding signed by the City Attorney and representatives of the Justice Department on July 15, 1977 and approved by the City Manager prior to its implementation. This responsibility is further assigned under Section 2B of the Affirmative Action Plan.

4. Medical Services

The Department of Human Resources is assigned the responsibility to establish and maintain medical services, including medical examinations of employees and applicants, coordination of medical services for employees injured in the line of duty, a preventive medical program and liaison with the medical profession. This responsibility of the Department is specified in Section 3(f) of Ordinance #8526 adopted by the City Commission on January 20, 1976 and in the Administrative Policy issued by the City Manager as APM-6-78 on September 1, 1978.

5. Safety

The Department of Human Resources is responsible for programs and procedures that will establish and maintain a safe and healthy work environment for all employees and reduce the cost of injuries and time losses. This function is assigned in Section 3(b) of Ordinance #8526 and by the Administrative Policy identified as APM-3-79 issued by the City Manager on March 24, 1979.

6. Comprehensive Employment and Training Act

The Department of Human Resources is responsible for coordination and administration of the CETA program. This includes the processing of CETA participants; budgeting, accounting and auditing for the CETA program; and liaison with the U.S. Department of Labor and the CETA Consortium concerning this program. The Department does not administer CETA contracts with private non-profit agencies. The basic responsibility for the CETA function is contained in the memo of April 13, 1977 from the City Manager to all Department Directors; in the CETA Rules and Regulations adopted by the U.S. Department of Labor; and in Section 10 of the Affirmative Action Plan.



7. Counseling Services

The Department of Human Resources is responsible for providing basic personnel information and support services to all City employees. The responsibility for this function is specified in Section 3(a) of Ordinance #8526.

8. Training

The Department of Human Resources has the responsibility to identify, design and administer training courses and formal educational programs related to employee development. The responsibility of the Department for this function is specified in Section 3(c) of Ordinance #8526; in the Administrative Policy identified as APM-4-77 issued by the City Manager on October 25, 1977; and in Section 10 of the Affirmative Action Plan.

9. Work Force Planning

The Department of Human Resources is responsible for reviewing and evaluating City work force requirements, including the responsibility to identify necessary skills and maintain current data on position descriptions. The responsibility for this function is specified in Section 3(d) of Ordinance #8526; the Consent Decree and the accompanying Memorandum of Understanding signed on July 15, 1977; and Sections 7 and 9 of the Affirmative Action Plan.

10. Salary Administration

It is the responsibility of the Department of Human Resources to administer the salary administration plan, assuring that rates for employment, promotion, advancement and other personnel transactions are accurate and appropriate. This responsibility is assigned by the City Manager's Administrative Policies issued on April 16, 1978 as APM-5-78 and on April 11, 1979 as APM-5-79.

11. Position Classification

The Department of Human Resources is responsible for preparing and revising class specifications and for classifying all City positions. This responsibility is assigned in Section 3(d) of Ordinance #8526 and will be covered by an Administrative Policy to be issued by the City Manager in the near future.



12. Standards of Efficiency

The Department of Human Resources is responsible for developing job related standards of efficiency for submission to the Civil Service Board. The responsibility for this function is assigned in Section 3(h) of Ordinance #8526 and in Civil Service Rule 13.1.

13. Performance Reports

It is the responsibility of the Department of Human Resources to ensure that reports of employee performance are prepared and submitted in accord with Civil Service Rules.. This responsibility is assigned in Section 3(i) of Ordinance #8526 and in Civil Service Rule 13.1.

14. Personnel Records

The Department of Human Resources is responsible for maintaining all employee records, including records of all personnel actions. Responsibility for this function of the Department is assigned by Section 3(e) of Ordinance #8526 and by Civil Service Rule 3.2.

15. Payroll Certification

It is the joint responsibility of the Chief Examiner and the Director of Human Resources to certify City payrolls. This function is prescribed in Civil Service Rule 2.5.

16. Recruitment

The Department of Human Resources is responsible for establishing and maintaining a recruitment program that will provide an adequate supply of qualified applicants for City employment. The responsibility for this function is assigned in Section 3(g) of Ordinance #8526; in Civil Service Rule 5.1; in the Consent Decree and the accompanying Memorandum of Understanding signed July 15, 1977; and in Section 8 of the Affirmative Action Plan.

17. Employment of Participants Under Federal Grant Programs

It is the responsibility of the Department of Human Resources to select employees under Federal Grant Programs in accord with provisions of the City's Civil Service system, whenever feasible. The basic responsibility of the Department for this function is assigned in Civil Services Rules 1.2(b) and 1.3 and in Section B5 of the Memorandum of Understanding signed July 15, 1977 for purposes of implementing the Consent Decree.



18. Selection

It is the responsibility of the Department of Human Resources to validate employee selection procedures, to determine whether such examinations may be competitive or non-competitive, and to administer and score Civil Service examinations. The responsibility for this function is contained in the Consent Decree and the accompanying Memorandum of Understanding signed July 15, 1977; in Section 9 of the Affirmative Action Plan; and in Civil Service Rules 1.4, 1.5, and Rule 6.

19. Eligible Registers

It is the responsibility of the Department of Human Resources to maintain eligible registers. This responsibility is assigned by Section 3(e) concerning personnel records in Ordinance #8526, in Civil Service Rule 7, and in the provisions of Civil Service Rule 12 concerning maintenance of lay-off registers.

20. Referral of Applicants

It is the responsibility of the Department of Human Resources to refer applicants for job interviews when their names are eligible for certification from appropriate eligible registers. This responsibility is assigned by Section 3(e) concerning personnel records in Ordinance #8526 and in Civil Service Rule 8.

B. IMPLEMENTATION

1. These functions will be exercised in accord with the provisions of applicable law and the direction of the City Manager.
2. Nothing in this Policy is intended to limit the authority of the City Manager to assign and reassign functions of the Department of Human Resources
3. The City Manager may from time to time issue additional Administrative Policies to define or limit specific functions of the Department of Human Resources as described above.
4. The Director of Human Resources is authorized to issue procedures to implement these functions, subject to the Policies of the City Manager and the limitations of other governing documents.