



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: *Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.*

Title of Position Chief, Human Resources	Reports to (Title) PWD Assistant Director
Name of Incumbent	Grade 6
Department Public Works	Exec. Benefits N/A
Division Personnel & Central Services	

Comments
This is a highly responsible professional managerial position planning and managing departmental personnel activities. (0415)

Will the position continue to exist after the departure of the incumbent?..... Yes No
If yes, when do you anticipate the position will become vacant?.....Date: (mm/year): UNDMD

MINIMUM QUALIFICATIONS: *Please list the minimum qualifications required for this position.*

Bachelor's degree. Six years of professional experience in personnel administration, human resources, labor relations or related field to include three years of supervisory experience are required. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

TECHNICAL COMPETENCIES: *Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.*

Knowledge of County Personnel Rules and Administrative Orders, knowledge of local, state and federal laws and regulations related to personnel practices.	Knowledge of theories, principles and practices of personnel management.
Ability to analyze, interpret and explain personnel policies and procedures and provisions of the collective bargaining agreements.	Ability to develop policies and procedures in consideration of existing requirements and make recommendations for effective decisions and improvements.
Ability to foster a work environment in which communications and engagement skills result in interactions that result in the accomplishment of the Department's mission.	Good written and verbal communication skills.
Knowledge of supervisory and managerial principles and practices.	

GENERAL COMPETENCIES: *Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate*

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	3
Business Acumen & Entrepreneurship	4	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	3
Continual Learning	4	Influencing & Negotiating	4	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Orientation	3	Teamwork & Group Leadership	4
Decisiveness	4				
Completed by: Valerie Sandoval				Date 7/6/2009	

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to spcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.