



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 Manager, Hrd Section		Reports to (Title) Division Director, Hrd	
Name of Incumbent		Grade 05	Exec. Benefits N/A
Department Department Of Human Resources		Division Personnel Services Division	
Comments			

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): 10/10

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

Bachelor's degree in Business Administration, Public Administration, Education, Personnel Management, or a related field. Four years of professional experience in personnel development, training, personnel management, or a related field are required.

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.

Ability to manage people effectively.	Have good strategic planning skills. Knowledge of the County's purchasing and budget process.
Ability to effectively communicate both orally and in writing to management, County Attorney's office, Union representatives, departmental representatives, staff and customers.	Ability to manage large projects. Understanding and anticipating internal and external customer needs, listening to and providing proactive responsive assistance to ensure their satisfaction.
Have a comfort level with speaking in meetings as well as to groups up to 500. Knowledge of State of the Industry testing and administration standards. Ability to comprehend and work with statistical, testing, and other software programs.	Ability to identify and analyze problems, prioritizing issues, identify causes and implement solutions. Ability to work effectively with management, peers, and employees to maximize individual and work-unit performance.
Knowledge of County policies, procedures, Administrative Orders, Resolutions, and Union contracts as relates to testing issues. Knowledge of the Human Resource Department's compensation, recruitment, and pay policies and practices.	Knowledge of records retention law. Basic knowledge of ADA law.
Knowledge of Veterans' law and the ability to keep current with those laws. The ability to work in an extremely secured environment.	

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 the necessity by using the following scale:

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

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	4
Business Acumen & Entrepreneurship	4	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	4	Influencing & Negotiating	4	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Orientation	4	Teamwork & Group Leadership	4
Decisiveness	4				

Completed by:

Date

6/10/2009

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.