

# Human Resources Director/ Risk Manager



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **JOB SUMMARY**

Highly responsible administrative work managing the human resource and risk management functions of the City. -Responsible for managing all ~~functions relating to personnel~~ personnel-related functions, such as safety, disciplinary procedures, collective bargaining, training, benefits, and equal employment opportunity. -Additional areas of responsibility include, but are not necessarily limited to, formulating policies and procedures, job classification, training and development, contract negotiations, risk management, and legal compliance of City, State, and Federal laws. Work is performed under the general direction of the City Manager.

## **ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)**

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Prepares and implements all personnel policies and procedures. -Makes recommendations for improvement of policies, processes, and practices.
- Provides consulting services to the City Manager and City departments with interpreting policies and procedures.
- Recommends and directs the implementation of the employee Classification and Compensation Plan. -Research and compiles data for wage and benefit surveys.
- Creates and revises job descriptions subject to appropriate approvals.
- Advises and counsels City management staff on handling grievances and recommends responses.
- Conducts investigations into incidents, accidents, or claims to determine root causes and prevent recurrence, implementing corrective actions as necessary.
- Represents the City in Collective Bargaining and ~~u~~Union negotiations.
- Works with the City Attorney and City Manager on discrimination claims, grievances, unemployment claims, and union matters.
- Establishes and supervises an effective safety and loss prevention program.
- Reviews and audits the total insurance program, including general liability, automobile liability, property liability, workers' compensation, fiduciary, and casualty, and makes recommendations.
- Responsible for administering employee training and development on various topics, such as sexual harassment, workplace violence, and safety training, etc.

- Oversees the recruitment, testing, interviewing, and selection process, working closely with department heads to ensure legal compliance and responds to complaints related to the City's hiring process.
- Submits data applicable to various Federal and State regulatory standards for reporting purposes, e.g., such as the ACA, EEOC, FMLA, Veteran's Preference, HIPAA compliance, and others etc.
- Writes requests for bids and proposals to solicit brokers, benefit vendors, temporary services, and executive-level employment searches.
- Oversees the employee evaluation process and approves all changes in personnel status, such as merit increases and promotions, subject to appropriate approvals. -Provides coaching to managers and supervisors in providing complete and objective performance appraisals.
- Prepares departmental budget and develops goals, and objectives, and performance indicators.
- Coordinate succession planning for key contributors and management positions.
- Performs other duties as directed.

### QUALIFICATIONS

#### **Education and Experience:**

Bachelor's degree in Human Resources Management, Public Administration, Business Management, or a closely related field. ~~Five–Seven (5-7)~~ Minimum of five (5) years of experience in Human Resources and Risk Management in a public sector environment, a minimum of two (2) years at the supervisor level, or an equivalent combination of education, training, and experience. -SHRM Certification preferred highly desired. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. Must have a valid State of Florida driver's license.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of Federal, State, and local regulatory standards and guidelines applicable to human resources administration, e.g., COBRA administration, FMLA, labor law compliance, FLSA, ADA, worker's compensation, and reporting standards.
- Knowledge of safety requirements and regulations and the techniques of loss prevention.
- Knowledge of computer programs such as Microsoft Office and ADP.
- Knowledge and ability to establish and implement policies and procedures and communicate them with City personnel.
- Knowledge of insurance as it applies to general liability, property liability, worker's compensation, group medical coverage, and other municipal coverage.
- Ability to research, interpret, compile, and present data relevant to human resources administration, e.g., worker's compensation law, benefits regulations, policy, and procedures.
- Ability to effectively operate and utilize modern office technologies, such as computers, Human Resources Information Systems, standard software applications, and associated peripheral equipment.
- Ability to research, analyze, and organize statistical data and prepare comprehensive reports.
- Ability to develop training and recommend effective programs to achieve human resources goals.
- Ability to communicate effectively in both oral and written formats.

- A strong customer service orientation ~~in work~~ and communication with coworkers, management, elected officials, and citizens.

### **PHYSICAL/MENTAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light-weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

### **WORKING CONDITIONS**

General office setting: frequent interruptions and many deadlines to meet.