

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: HUMAN RESOURCES DIRECTOR/RISK MANAGER

GENERAL DESCRIPTION OF DUTIES

Highly responsible administrative work managing the human resource and risk management function of the City. Incumbents in this classification are responsible for managing all functions relating to personnel such as safety, disciplinary procedures, collective bargaining, training, benefits, 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 executive direction of the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

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. Researches and compiles data for wage and benefit surveys.
- Creates and revises job descriptions for Commission approval.
- Advises and counsels City management staff on handling grievances and recommends responses.
- Represents the City in Collective Bargaining and union negotiations.
- Works with the City Attorney on discrimination claims, grievances, unemployment claims, and union matters.
- Establishes and supervises an effective safety and loss prevention program, serves as Safety Committee chairperson and the Early Return-to-work Coordinator (ERTW) for employees injured on the job.
- Reviews and audits 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 Diversity, Sexual Harassment, Workplace Violence, and safety training.
- Oversees the recruitment, testing, interviewing and selection process ensuring legal compliance and responds to complaints related to the City's process.

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- Submits data applicable to various Federal and State regulatory standards for reporting purposes, e.g., ACA, EEOC, FMLA, Veteran's Preference, HIPAA compliance and others.
- 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. 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 contributor and management positions.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Extensive 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 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 System, standard software applications, and associated peripheral equipment.
- Knowledge of safety requirements and regulations and the techniques of loss prevention.
- Ability to establish effective and persuasive communication with the public, supervisors, employees and other City officials.
- 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.
- Knowledge of computer programs such as Microsoft Office and ADP.
- Ability to communicate effectively both oral and written formats.

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EDUCATION & EXPERIENCE

Bachelor's degree from an accredited four year College or University in Human Resources Management, Public Administration, Business Management or closely related field. A minimum of 5 years of Human Resources and Risk Management experience in a public sector environment, a minimum of 2 years at the supervisory level; or an equivalent combination of education, training, and experience. SHRM Certification highly desired.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or 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 unusual office conditions with rare exposure to disagreeable environmental factors.

Acknowledgement:

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City Commission approved: _____