

Human Resources

Department Description

The Human Resources Department provides personnel and risk management services to all departments and employees. Human Resources is responsible for compensation and benefits administration, safety and wellness, employee recruitment, retention, and development, and ensuring consistent practices are followed in compliance with State and Federal Laws, City policies and regulations.

Department Objectives: Administers the municipal personnel program to include employee and retiree benefits, employee policies, employment, labor relations and negotiations, employee relations, EEO records and complaints, and other personnel programs. To provide recruitment, selection, retention, and development resources, as well as pre-employment screenings and employee onboarding and off-boarding services. To process personnel matters including compensation, benefit administration and processing payroll. Conduct periodic salary surveys and update job classifications. Conduct random alcohol and drug testing in accordance with state and federal laws. Review and update the Personnel Manual. Keep abreast of state and federal legislation affecting the City's responsibility to its employees: i.e., FLSA, ADA, EEOC and ACA. To complete state and federal employee statistical reports. To maintain complete and accurate personnel records for all City employees. Oversee the Risk Management program and promote a safe and healthy work environment. Investigate incidents and liaise with insurance carriers for property or liability insurance claims and workers' compensation claims. To procure and bind all lines of insurance.