

JOB TITLE: Director of Human Resources/Risk Management

W/C 8810

DEPARTMENT: Human Resources

SIC 9131

STATUS: Salaried – Administrative

Pay Group A 8

JOB SUMMARY:

Under the general direction of the City Manager, the incumbent manages the day-to-day operations and oversees the personnel, benefits and risk management programs of the City. Serves as department head. Works closely with other department heads, Finance manager and other management staff. Performs other duties as may be assigned.

ESSENTIAL JOB FUNCTIONS:

- Manages day-to-day operation of the City's Human Resources Department including personnel policies and procedures, performance planning, recruitment, salary and benefits administration, worker's compensation, compensation plan development and associated position classification system, assists as requested with the salary benefits budgeting process, administers the City Risk Management and citizen claim processes.
- Develop and implement Human Resources policies and procedures across the organization.
- Counsels with employees and management on employee issues.
- Communicates effectively and courteously with the public and employees in writing, by telephone and in person.
- Assures City compliance with federal, state and local laws regarding employment, salary administration, worker's compensation and benefits administration.
- Coordinates timely responses to federal and state agencies on inquiries and complaints.
- Produces statistical reports, analysis and exhibits for internal use by management staff (as requested), City Council (as requested/required) and as required for federal, state and regulatory agencies.
- Maintains the City's Human Resources procedures manual - updating and revising as requested or needed.
- Adheres closely to City's policies and procedures.
- Functions as Risk Manager for the City in filing and resolving both City and Customer Claims
- Performs payroll maintenance-review of timesheets for errors/signatures & updating of salary files.

OTHER JOB FUNCTIONS:

- Ability to deal effectively with officials and the general public.
- Ability to work effectively as a team member.
- Good communication and presentation skills, both orally and written.
- Ability to work independently and supervise other staff.

- Must be able to make effective decisions utilizing leadership, tact, integrity and common sense.
- Must be able to maintain flexible work hours.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

- Bachelor and/or Master's degree in Business Administration, Public Administration, or Human Resources Management.
- Valid Texas Driver License-Class C.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

- 7 years' experience in Human Resources with at least three years of supervisory experience.
- Prior knowledge and training in both Compensation and Benefits Plan Development and Administration.
- Understanding of municipal government and the municipal budgeting process.
- General knowledge of insurance.
- General knowledge of local, state and federal laws pertaining to compensation, benefits, employee relations and staffing.
- Ability to interact with directors, employees and citizens.
- Must be skilled in dealing with people of diverse cultural and educational backgrounds.
- Must be skilled in Microsoft Office, specifically Word and Excel.