

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Director of Human Resources & Risk Management**  
Human Resources and Risk Management Department

**GENERAL STATEMENT OF JOB**

Under general direction, directs and supervises the activities of the Human Resources and Risk Management Department, ensuring compliance with all applicable policies, procedures, laws and regulations. Assists the City Manager with various special projects. Performs related work as directed. Reports to the City Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Plans, directs and supervises the City Human Resources and Risk Management Department.

Interprets and ensures City compliance with all applicable policies, procedures, laws and regulations.

Oversees the administration of the City's insurance/benefit and risk management programs. Reviews, evaluates and recommends insurance policies that will serve the best interests of the City and its employees; reviews/approves bids from third-party insurance administrators and brokers; approves and administers contracts.

Supervises duties of professional, technical and clerical staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending employee transfers, promotions, disciplinary action, discharge and salary increases.

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Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Develops and administers the department's annual budget; monitors and approves expenditures.

Reviews and approves the development and updating of City policies; recommends implementation of policies to the City Manager as appropriate.

Establishes department policies and procedures, as well as work goals and objectives. Monitors the status of all Human Resources and Risk Management projects and programs to measure progress toward goal/objective achievement.

Reviews and approves all personnel action requests. Assists departments in developing and revising job descriptions, as well as the recruitment and selection of employees.

Reviews and/or conducts exit interviews with terminated employees.

Provides counseling and guidance to all supervisors on various City policies and employee relations, including productivity and morale issues.

Consults with attorneys in resolving claims and lawsuits and to seek input on handling various human resources and risk management issues.

Advises supervisors, Deputy City Manager and City Manager in disciplinary actions and/or conflict/grievance resolution.

Represents the City at all unemployment, EEOC, worker's compensation and liability hearings.

Administers employee insurance benefits program. Duties include obtaining proposals from potential insurance carriers and making contract recommendations to the City Manager and Commission, overseeing the reconciliation and payment of monthly insurance bills, coordinating program administration and problem resolution with insurance carriers, performing annual review and evaluation of current benefits package, coordinating annual open enrollment, etc.

Oversees employee health center and third party administrator contract (TPA).

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Oversees various employee programs and committees. Serves as liaison with the Personnel Review Board.

Prepares and presents items and issues for consideration by the City Commission, administrators and employees.

Compiles data for and prepares various reports and records; reviews and approves all revisions to documents, policies, procedures, etc.

Receives and responds to inquiries, concerns, complaints and requests for assistance from City employees and citizens regarding human resources and risk related issues and benefits.

Oversees City pension and deferred compensation plans; meets quarterly with financial advisor.

Conducts and/or coordinates internal investigations into policy violations.

Negotiates and administers collective bargaining agreements with employee union. Consults with labor attorney as needed.

Assists the City Manager with special projects.

**ADDITIONAL JOB FUNCTIONS**

Performs routine clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in business, human resources, public administration or related field with five years of experience in human resource management; at least two years of prior supervisory experience is required.

Certifications in Human Resources and/or Risk Management are preferred, with at least one certification in Human Resources

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Prior experience in risk management is highly preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Human Resources & Risk Management Director. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is knowledgeable in the areas of human resource administration, benefits administration, risk and safety program management, labor relations, etc. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to make sound, educated decisions. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Has the ability to speak and understand the English language. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the division budget, and knows how to prepare and monitor the budget.

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**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Is able to train, assist, motivate and provide leadership to a diverse group of employees; is able to provide assistance to co-workers as required. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for inter-related activities that can span one or several work units. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in the direction, control and planning of an entire program or set of programs. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability to plan and develop daily, short- and long-term goals related to the organizational mission. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

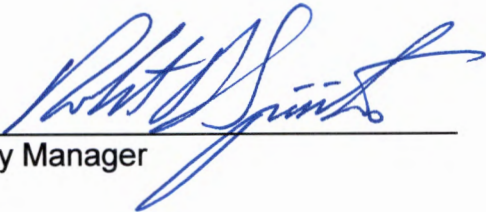
**ADA COMPLIANCE**


**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

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

  
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City Manager

  
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Date