

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Human Resources & Risk Manager**  
Human Resources & Risk Management Department

**GENERAL STATEMENT OF JOB**

Under general direction, performs professional work in the administration and coordination of various human resources and risk management functions for the City of Dunedin. Administers the City's classification and compensation program, and oversees the daily operations of the Human Resources & Risk Management Department. Assists with various special projects and reports. Reports to the Director of Human Resources and Risk Management.

**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.***

Oversees various human resources functions including classification and compensation, employee training, policy development and employee relations.

Implements and annually updates the city's classification and compensation program; conducts employee salary audits and annual salary surveys; participates in salary survey requests, analyzes compensation; calculates salary range adjustments, prepares salary histories as requested.

Works with the Payroll & Benefits Coordinator to prepare and maintain the City's Pay Plan and Position Control/Authorized Position Schedule; maintains pay structure by planning, recommending, and implementing structural adjustments.

Validates job requirements using a variety of job evaluation tools to assist in the classification of positions within the organization. Maintains an organized system for a periodic review of established job specifications and salary grades; performs position audits and job analyses and revises job descriptions as needed.

Interprets and applies FLSA and Wage and Hour regulations to classification and pay plan and responds to employee issues; monitors the employee performance management program and revises as necessary.

Develops, recommends and implements personnel policies and procedures; prepares and maintains the employee handbook, policies and procedures.

Manages the risk management function for the City to include loss control, claims management, loss prevention initiatives, and drug-free workplace program, as well as the City's Employee Assistance Program (EAP), ensuring compliance with all City policies and procedures, as well as state and federal laws and regulations, while utilizing industry established best practices.

Administers the City's self-insured risk/safety program; oversees the work of the Risk Management

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Coordinator in the coordination and processing of worker's compensation, auto liability, and property claims, and the preparation of required reports; assists with the coordination of subrogation claims.

Coordinates and oversees the activities of the employee Safety Action Committee as Chair, as well as the Risk Loss Committee for workers' compensation and liability settlements.

Works with the City Physician and Risk Management Coordinator to develop the employee drug testing schedule each year; coordinates any follow-up testing and keeps Director apprised of all violations.

Collaborates with legal counsel, third party administrator and Risk Management Coordinator to negotiate settlements of complex claims. Consults with City attorney on legal matters as needed; keeps Director apprised of the status of such claims.

Administers the tuition reimbursement program, including the annual employee survey results and budget recommendation and policy updates.

Coordinates the Employee Recognition Program.

Prepares disciplinary documents; assists departments with disciplinary issues, conducts investigations of policy violations as needed.

Assists with the preparation and input of Human Resources & Risk Management's annual budgets; monitors all department funds as required. Works with the Budget section, other departments and HR/Risk Management staff on city-wide staffing (including new requests) for the annual budget, provides proper classification of requested new positions to Budget Department for annual budgeting process, maintains city-wide organizational charts and updates the employee position control records accordingly.

Conducts employee exit interviews.

Establishes and maintains department records and reports; creates advanced reports using report writing software or through the City's Human Resources Information System (HRIS).

Ensures legal compliance with all required reporting, including, but not limited to EEO-4 reports, annual CMS/Medicare report, and other reports as required.

Routinely audits departmental processes to ensure efficiency and consults with department staff for process improvements as needed or upon request.

Researches, recommends, and implements methods to improve and streamline all human resources processes through the use of technology.

Develops and updates human resources and risk management policies and procedures, as well as a variety of forms for City-wide use; interprets City policies, procedures, and all applicable laws and regulations for employees; assists supervisors in monitoring and ensuring compliance.

Receives and responds to inquiries, concerns, complaints and requests for assistance from city

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employees and the general public regarding human resources and risk management issues, including employee-related concerns which may impact work performance.

Develops and implements City-wide training, including safety and supervisory training; works with the Risk Management Coordinator to maintain an effective safety incentive program.

Assists the Director with internal recruitment of human resources/risk personnel and supervising the duties of department staff. Supervisory duties include performance management, instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee issues; and recommending employee disciplinary action. Reviews the work of department staff for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Compiles data for and prepares various analytical, statistical and routine reports and records as needed.

Assists with the City's collective bargaining process by gathering and compiling information, preparing salary projections and making compensation recommendations as requested.

Assists the Director with the completion of various special projects and reports as needed.

### **ADDITIONAL JOB FUNCTIONS**

Performs the Director's duties as required in her absence.

Assists with payroll administration as needed; acts as back-up to the Payroll & Benefits Coordinator.

Performs routine clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, entering data into the computer, issuing and completing forms, etc.

Prepares bid packets and reviews/approves bids from third-party insurance administrators and brokers, including City physician services (i.e. pre-employment physicals, drug screening, etc.); develops and administers contracts.

Conducts internal and external surveys as required.

Works with City Clerk's office to update & maintain the Commission's Orientation Manual.

Participates in the implementation and administration of the City's financial software and Human Resources Information System (HRIS) to include system testing, problem resolution, and report preparation.

Participates in the activities of the Personnel Review Board; schedules meetings, takes and distributes meeting minutes.

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Attends various City staff/administrative meetings as required.

May serve as liaison to the City's Social Services Committee, a citizen group.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in business, public administration, human resources, or related field with five years of verifiable, progressively responsible work experience in human resources administration at the generalist level. At least two years in a managerial capacity is also required. Must have proven experience in developing and managing programs with emphasis on classification and compensation, and employee benefits. Verifiable experience with developing and maintaining various pay programs, strategies and reward systems, working with related software programs, and analysis methods. Experience in public sector classification and compensation, and/or human resources administration, and experience with the administration of risk management including safety programs is preferred.

Prior experience in the preparation and administration of payroll is a plus.

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

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

A Master's degree in Human Resources Management is preferred, but not required.

Human Resources-related certification is preferred.

Evidence of completion of the Incident Command Systems (ICS) training courses required by National Incident Management System (NIMS) in the past five years, or the ability to complete within one year of hire is required.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **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 Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific

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duties and responsibilities of the position. Is knowledgeable in the functional areas of human resources administration, including classification and compensation, performance management, insurance administration, risk/loss control, safety programs and regulations, etc. Includes the ability to make sound, educated decisions at procedural and technical levels. Has the ability to apply knowledge of current trends in compensation theory, wage and salary practices, job evaluation methods, pay plan design, position control procedures, and reward strategies. Must demonstrate the ability to effectively use technology in daily work, including analyzing compensation data, developing articulate reports from the data. Is able to make sound, educated decisions and demonstrate a superior attention to detail. Has expertise in interpreting and applying safety regulations to ensure compliance and accident avoidance. Must demonstrate a high level of planning and organizational skills. Is able to develop and effectively make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Must possess superior verbal and written communication skills, with the ability to adapt style and tone according to situation and audience. Has the ability to speak, write and understand the English language.

### **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 develop and maintain the employee performance management process as needed and to make recommendations based on results. Is able to effectively assemble and analyze information and then generate written reports and records that are concise, clear and relevant. Ability to apply statistical models for assessment of compensation practices, using spreadsheets and/or compensation-related software. Ability to calculate financial costing of any requested pay change impact. Is able to compile, organize and utilize various financial information and the software necessary for the preparation of the department budget, and knows how to prepare and monitor the budget. Must possess effective financial and mathematical computation skills.

**Human Interaction:** Requires the ability to function effectively in a supervisory/managerial capacity and exhibit a customer focused approach, while mentoring employees. Is willing and able to train, assist, motivate and provide leadership to a diverse group of employees; is able to provide assistance to co-workers as required. Able to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills. Be highly self-aware, recognizing the impact of approach and behaviors on peers, department staff, and other internal and external stakeholders. Must be able to build and maintain collaborative working relationships with personnel from other departments, other professionals, peers 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. Has the ability to communicate professionally in confrontational situations.

**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.

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

**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. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. 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 effectively and within established time frames. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

### **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; the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds. This position requires 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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Director of Human Resources & Risk Management

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Date