

**HUMAN RESOURCES GENERALIST & RISK SPECIALIST****DEPARTMENT:** EXECUTIVE**PAY GRADE:** \$52,413.10 - \$82,702.91**FLSA STATUS:** EXEMPT**JOB SUMMARY**

Under the general direction of the Human Resources Director performs a combination of highly responsible, administrative and professional functions in the administration of the Town's Human Resources, payroll and risk management programs.

ESSENTIAL JOB FUNCTIONS

- Participates and assist in safety, workers compensation, liability claims adjustments and other loss control programs to fulfill the Town's overall risk management objectives.
- Prepares documents, reports and records necessary to process liability, property and workers compensation claims.
- Manages vehicle accident claims.
- Responsible for post-accident and post-injury drug testing programs in order to comply with the Town's Drug Free Workplace policy.
- Responsible for claims handling of all disaster related property damage claims for initial identification (accompany ride-out crews if necessary) and mitigation efforts through claim closure.
- Serves as primary contact between insurance carrier / disaster recovery team and the Town.
- Works closely with Town's emergency manager to ensure FEMA compliance in tracking and recording non-covered / under deductible damages and expenses in order to maximize FEMA reimbursements.
- Collaborates with department directors to ensure proper training. Responsible for implementation and maintenance of Defensive Driving program. Identifies employees with preventive accidents through the claims review process and mandates attendance at Defensive Driving Class.
- Assist in Town Safety efforts.



- Assist in employee data input, verification of pay, maintenance changes and adjustments.
- Provides information and assistance regarding personnel benefits, risk management, policies, procedures, programs and process.
- Assists Human Resources Director with the development, management and implementation of programs and tasks to improve employee and organizational effectiveness and to meet goals, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, risk management, safety and wellness.
- Assist with personnel action forms; reviews a variety of documentation related to status, position changes, performance, and discipline. Reviews for accuracy, completeness and compliance with Federal and State Laws, Town policies and collective bargaining agreements.
- Assist recruitment and selection activities; updates position requirements; assist on the creation of job vacancy notices and advertisement; screens applications for minimum qualifications.
- Assist with applicant database; provides information to applicants; notifies candidates regarding job offers and pre-employment process.
- Schedules and facilitates the interview process for all departments with regards to hiring and promotions. Assists with developing and administering interview questions, pre-employment and promotional tests (when applicable).
- Assist with coordinating employee exit interviews.
- Assist with coordinating new hire process.
- Processes public requests records under the direction of the HR Director.
- Assists with personnel record management including ongoing personnel file maintenance, disposition and responding to public records request related to personnel information.
- Assists with background investigations.
- Assists with personnel records management, including ongoing personnel file maintenance and disposition.
- Handles all scanning of personnel documents into electronic HR database.
- Performs office administration duties as directed.
- Handles diverse situations with discretion, sensitivity and tact.
- Performs related work as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**QUALIFICATIONS:****KNOWLEDGE, ABILITIES AND SKILLS:**

- Considerable knowledge of current principles and practices of Human Resources Management, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, safety, worker's compensation, risk management, collective bargaining, equal employment, and unemployment compensation.
- Knowledge of safety laws, codes, standards and regulations such as OSHA.
- Considerable knowledge of federal, state, and local legislative, regulatory, and judicial requirement applicable to the area of Human Resources Management.
- Knowledge of the structure and functions of local government and of public administration principles.
- Ability to conduct investigations of accident circumstances and liabilities, analyze statistical and medical reports, and determine appropriate action.
- Ability to establish and maintain effective relationships with a wide variety of individuals internal and external to the department and organization.
- Ability to communicate effectively with a wide variety of individuals and groups in a wide range of situations.
- Ability to present ideas, programs, and recommendations clearly, concisely, and accurately to groups and individuals, orally and in writing.
- Ability to maintain current and accurate knowledge and expertise in the human resources field.
- Ability to research and analyze data and situations and to develop and recommend sound solutions and courses of action.
- Ability to conduct investigations, interview witnesses, and make effective decisions using sound judgment in accordance with policies, procedures, and legal requirements.
- Proficiency in the use of standard office equipment, including computers, word processing, presentation, and spreadsheets.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:**Education:****Preferred Qualifications:**

- Bachelor's degree in human resource management, business administration, public administration or another related field.



Certifications (preferred or required):

- SHRM or HRCI certification required or obtained within first year of hire (must meet minimum guidelines to sit for exam upon hire).
- Certified Risk Manager (CRM) – highly desirable; must be obtained within the first year of employment if not already certified.
- Workers' Compensation Claims Professional (WCCP) – highly desirable; must be obtained within the first year of employment if not already certified.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Moving and lifting objects.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: New 6/3/2022; 8/31/2022; 11/3/2023; 8/20/2025; 12/01/2025



This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

HR Approval: _____

Department Director Approval: _____

Town Manager Approval: _____

Date Approved by the Town Manager: _____

Employee Acknowledgement: _____