



TOWN OF SURFSIDE HUMAN RESOURCES AND RISK SPECIALIST

DEPARTMENT: EXECUTIVE

EXEMPT

GENERAL DESCRIPTION:

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:

1. Participates in safety, workers compensation, liability claims adjustments and other loss control programs to fulfill the Town's overall risk management objectives.
2. Prepares documents, reports and records necessary to process liability, property and workers compensation claims.
3. Manages vehicle accident claims.
4. Responsible for post-accident and post-injury drug testing programs in order to comply with the Town's Drug Free Workplace policy.
5. 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.
6. Serves as primary contact between insurance carrier / disaster recovery team and the Town.
7. 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.
8. 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.
9. Manages Town's safety program. Serves as member in the Town's safety committee board.
10. Assist with payroll review / verification process prior to transmission. This includes verification of data input, verification of pay, maintenance changes and adjustments. Validates all leave request related to FMLA, paid parental leave, special pay request, conversions and payouts.
11. Serves as a liaison on human resources services for all Town departments, providing information and assistance regarding personnel benefits, risk management, policies, procedures, programs and process.

12. 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.
13. Assists with the administration of liability, worker's compensation functions and risk management.
14. Prepares all 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.
15. Coordinates recruitment and selection activities; updates position requirements; creates and manages job vacancy notices and advertisement; screens applications for minimum qualifications.
16. Maintains applicant database; provides information to applicants; notifies candidates regarding job offers and pre-employment process.
17. Maintains and files quarterly reemployment tax (UCT-6) with the State of Florida. Receives and reviews quarterly billing and approves payment to Finance Department.
18. Assists with reemployment quarterly billing disputes with the State of Florida.
19. Monitors and verifies selection and hiring procedures to ensure compliance with Federal, State, Town, County laws and regulations.
20. 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).
21. Coordinates employee exit interviews.
22. Coordinates new hire process.
23. Assists with public records requests.
24. Assists with personnel record management including ongoing personnel file maintenance, disposition and responding to public records request related to personnel information.
25. Assists with background investigations.
26. Conducts and participates in various salary and benefit surveys, and analyses results.
27. Assists with personnel investigations.
28. Assists with personnel records management; including ongoing personnel file maintenance and disposition.
29. Responds to inquires form members of the public.
30. Performs office administration duties as directed.
31. Handles diverse situations with discretion, sensitivity and tact.
32. Keeps abreast of developments concerning potential loss exposures through legislation and legal decisions.
33. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
34. 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.)

MINIMUM 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 develop and conduct training relevant to safety and loss control.
- 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.

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited four (4) year college or university in Human Resources Management, Public Administration, Business Administration or related field. A minimum of Three (3) years professional Human Resources experience including human resources administration, recruitment and selection, employee relations, benefits administration, and analysis of compliance with Federal, State, and Local rules and regulations required. Local Government Human Resources experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Public Human Resources Professional (PHRP), Professional in HR (PHR), Senior Professional in HR (SPHR), SHRM-CP, certifications in Compensation and/or Benefits or Labor Relations, Associate in Risk Management, or International Public Management Association Human Resources (IPMA- HR), Certified Risk Manager (CRM), Workers' Comp Claims Professional (WCCP), Certified Employee Benefits Specialist (CEBS) highly desirable.

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

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.

Approved:

Town Manager's Signature: _____

