



## Human Resource/ Risk Management Supervisor

**Exempt:** No  
**Salary Range:** \$35,750 - \$44,500  
**Shift:** Full Time - Day  
**Reports To:** Finance Director

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**JOB SUMMARY:** Responsible and self-motivated individual who will provide administrative support to the Finance Department and assist with all aspects of the employee hiring process and City's Risk Management. The position requires a strong sense of discretion in handling personnel records and matters.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Human Resource/Risk Management Supervisor might be asked to perform. Other duties may be assigned.

***Essential Functions:***

- ◇ Participating in all aspects of the employee hiring efforts including posting jobs, reviewing resumes, scheduling interviews and assisting in the interview process.
- ◇ Ensuring all background and reference checks are completed
- ◇ Prepares and maintains new employee records
- ◇ Coordinates payroll and personnel paperwork processing with Senior Accountant
- ◇ Review and approve bi-weekly payroll reports
- ◇ Prepare and process all paperwork for employee matters
- ◇ Act as liaison between City and employees
- ◇ Serves as Administrator along with City Manager and/or Finance Director for all labor/union negotiations.
- ◇ Maintain position data of all City positions including job descriptions
- ◇ Maintain City Employee Policies and Procedures Manual
- ◇ Compile/maintain payroll surveys as needed
- ◇ Maintain/coordinator of employee insurance benefit package with Senior Accountant
- ◇ Serving as point person for risk insurance
- ◇ Coordinate all insurance claims with insurance agent

- ◇ Maintain City assets insurance data including assets surveys
- ◇ Initiate and Monitor Safety Programs throughout the City Departments
- ◇ Other duties as assigned by Finance Director

#### **QUALIFICATIONS:**

- ◇ Must be organized, accurate and thorough
- ◇ Ability to possess strong interpersonal skills
- ◇ Ability to deal with public and co-workers in person and on the telephone
- ◇ Ability to communicate orally and in writing
- ◇ Ability to work under pressure and meet deadlines
- ◇ Skill in keyboarding, filing and research techniques
- ◇ Ability to maintain confidentiality
- ◇ Ability to understand and follow instructions

#### **EDUCATION AND EXPERIENCE:**

- ◇ Bachelor Degree in Human Resource related field required
- ◇ Public Personnel Professional Certification Preferred
- ◇ Background and experience in working with Microsoft Office Products

#### **OTHER SKILLS AND ABILITIES:**

- ◇ 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
- ◇ Ability to enter data at a prescribed rate of speed
- ◇ Acceptable eyesight (with or without correction)
- ◇ Acceptable hearing (with or without hearing aids)
- ◇ Ability to access, input and retrieve information from a computer
- ◇ Ability to communicate orally and in writing