

CITY OF FULSHEAR, TEXAS -- Job Description

Revision: April 13, 2016

Identification

Position Title	HUMAN RESOURCES DIRECTOR
Department:	Administration
Division:	Human Resources
Supervises:	Has no supervisory responsibilities initially but the department is expected to grow with the city and the position will ultimately directly supervise personnel. Coordinates the City's Legal representation related to employment law. Coordinates with TMLIRP regarding the City's insurance and other claims.
Immediate Supervisor:	City Administrator
FLSA Status:	Exempt

Job Summary

Performs a variety of complex administrative, technical and professional work in managing the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.

Performs a variety of routine and complex clerical, administrative and technical work in planning, coordinating and administering the risk and insurance programs of the organization.

Position is considered "Essential Personnel" which requires being on duty to respond during emergency situations including but not limited to natural and/or man-made disasters.

Essential Job Duties and Responsibilities

Manages human resource and risk related functions to achieve goals within available resources; plans and organizes workload assignments and makes changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Ensures compliance with the Federal Affordable Care Act (ACA)

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among City workers and resolves grievances

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Recruits, interviews, and assists in the selection of employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

CITY OF FULSHEAR, TEXAS -- Job Description -- Page 2

Human Resource Director

Conducts wage survey within labor market to determine competitive wage rate.

Monitors budget of human resources operations.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

Represents organization at personnel related hearings and investigations.

Contracts with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.

Keeps records of hired employee characteristics for governmental reporting purposes.

Administers manual and dexterity tests to applicants as needed.

Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

Administers preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

Plans modification of existing benefits programs.

Recommends benefit plan changes to management.

Notifies employees of changes in benefits programs.

May direct performance of clerical functions such as updating records and processing personnel actions.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Prepares personnel forecast to project employment needs.

Writes directives advising department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.

Consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources system that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Recommends for adoption by the council such measures as may deem necessary or expedient.

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

Human Resource Director

Investigates accidents and prepares reports for insurance carrier.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

Coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension, and workers' compensation.

Analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on organization.

Selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer.

Directs insurance negotiations, selects insurance brokers and carriers, and places insurance.

Appoints claims and self-insurance administrators, and allocates program costs.

Prepares operational and risk reports for management analysis.

Assists Safety Coordinator with loss prevention and safety programs. Selects and directs activities of safety, engineering, and loss prevention experts.

Serves as Drug and Alcohol Coordinator for the city and enforces regulations as required by the Department of Transportation.

Reviews agency contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies, assure that insurance requirements are adequate and current, and renewal is accomplished in a timely manner.

Assists in labor negotiations by providing technical information on insurance programs, risk, safety and loss control issues.

Processes and investigates all Claims for Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.

Maintain City's insurance files; confers on a regular basis with City's Insurance Broker to update risk management program.

Recommends ordinances, resolutions, policies and procedures to better manage risks and control losses or organization.

Serves as a member of various employee committees, including the safety committee.

Provides back up to other related positions.

Assists in the resolution of conflicts and difficult situations

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in finance, human resources, public administration, business management, or a closely related field, and five (5) years of experience in a human resources capacity.

(B) Two (2) years of progressively responsible related municipal experience, or

(C) Any equivalent combination of education and experience.

Human Resource Director

Knowledge, Skills, and Abilities

(A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;

(B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.

(D) Working knowledge of insurance industry; working knowledge of public risk management and loss control principles and practices; working knowledge of internal control procedures; working knowledge of contracts and legal agreements;

(E) Skill in operating the listed tools and equipment;

(F) Ability to analyze complex proposals and contracts; ability to maintain efficient and effective risk management systems and procedures; ability to analyze risks and exposures; ability to establish and maintain effective working relationships with employees, supervisors, city officials, vendors, claimants and the general public; ability to communicate effectively, orally and in writing.

Physical and Environmental Conditions

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand – eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk to or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk and transport self from building to building. Employee must be able to function and communicate clearly with departments, contractors, the general public and attend various functions and meetings at other sites either within or outside the city. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. If applicable, while performing this job, the employee occasionally works outside for brief periods of time and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

“This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Due to major duty changes, technology and service demands, the City of Fulshear has the exclusive right to alter this job description at any time. In the event your job description changes you will be notified and provided a copy for your signature.”

Signature/Approval

Employee

Date

Department Director/City Administrator

Date