



## **DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT**

### **JOB SCOPE:**

The City of Clarkston has an immediate need for a Director of Human Resources/Risk Management to lead/direct Human Resources administration and provide hands-on Human Resources support for the City's operations, which include approximately 45 full-time employees. This position handles all aspects of Human Resources management including recruitment, employment, wage/salary/pension administration, policy administration, employee relations, and performance management.

### **MAJOR DUTIES:**

- To support the vision, mission and guiding principles of the City of Clarkston.
- Provides leadership and guidance for City employees & Retirees regarding human resource matters by managing a comprehensive human resource office.
- Manages/Maintains the City's employee insurance/benefit programs, including Workers' Compensation, group medical/dental, City's Pension Plan, etc.
- Provides ongoing promotion and communication to employees and prospective employees about the benefits associated with City employment including insurance benefits, investment options for retirement savings, pension plans, and training and development opportunities.
- Responsible for the advertisement of employment opportunities.
- Reviews and screens candidate applications, conducts interviews, and handles the onboarding experience and enters new employee information into information system database.
- Develops/implements/administers all City personnel policies.
- Ensures compliance with all City Ordinances, State and Federal laws/regulations.
- Assists Department Heads on all Human Resources related issues, including manpower planning, employee performance issues, employment/promotions, etc.
- Administers the City's drug/alcohol/drug testing process, including employee awareness and compliance in compliance with Federal, State, and local regulations.
- Schedules periodic leadership, sexual harassment, diversity, and other employee training.
- Prepares accurate reports to ensure compliance with regulatory reporting including Equal Employment Opportunity and the Department of Labor, etc.
- Assists/Advises the City Manager on Succession Planning/Employee Development, including maintenance of the City's Organizational Chart.
- Plans and coordinates all recruitment and retention efforts.
- Prepares and assists with the development of the City's annual budget.
- Manages the City's Risk Management Process, including vendor selection, claims administration, incident investigation, and development of risk elimination initiatives.

- Attends City Council meetings, budget hearings, etc.
- Attend and participate in training opportunities and seminars relevant to this position.
- Manages the employee recruitment and selection process; administers the applicant tracking system, job postings, and pre-employment and selection procedures.
- Manages and assists with the city's promotional process for public safety personnel; assists with interviews; processes new hire paperwork; ensures compliance with policies and regulations.
- Manages employee separation functions; coordinates and conducts exit interviews. Assists with employee retirement functions; determines eligibility; counsels employees regarding retirement plans; provides retirement benefit estimates.
- Counsels with managers and employees and independently renders professional judgment and advice regarding HR matters and/or resolution of problems.
- Manages employee performance management activities, including the employee performance appraisal system; maintains appraisal database; calculates performance ratings and related salary adjustments.
- Provides on-going assistance in the areas of compensation and records administration, including position control, data entry, and change processing; researches and responds to open record requests.
- Administers, maintains, and coordinates databases and systems; aids, instruction, and direction to employees regarding system usage; manages accessibility and assigns user IDs and passwords.
- Researches, conducts, and responds to outside market salary and benefit surveys; calculates compensation data for similar classifications; provides advice and expertise on job classifications; conducts job audits and prepares recommendations.
- Receives and responds to requests, complaints, concerns, and general inquiries.
- Keeps the City Manager informed on key issues and progress towards objectives and to gain necessary support and approval; makes recommendations to assist management in implementing improvements.
- Assists with the request for proposals (RFP) process as it relates to human resource related matters;  
Determines eligibility and assists with processing salary adjustments.
- Processes invoices for departmental expenses.
- Maintains confidentiality of departmental issues and documentation.
- Performs all other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the City, County, State, and Federal ordinances, laws, regulations, city codes of ordinances, as applied in a local government environment, and administrative policies governing human resources management programs; principles and practices human resources management software applications, systems and reporting programs.
- Ability to operate proactively as an organizational consultant exercising effective judgement, confidentiality, and sensitivity to changing needs and situations.
- Ability to multi-task and maintain high levels of output while preserving accuracy and

attention to detail.

- Regularly audits all Human Resource functions to ensure an appropriate level of output & record keeping are maintained.
- Strong knowledge of Microsoft Office applications, with emphasis on Excel (intermediate to advanced user), Word, and specialized Human Resources-related software packages.
- Ability to organize/maintain manual and electronic files and data.
- Excellent written and verbal communication skills.

**Supervisory Controls:** Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

**Complexity:** Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Work consists of using administrative and technical tasks.

**Scope and Effect:** This position is accountable for the accuracy and professional integrity of the City's human resources, compliance requirements, financial reports and analysis, and advice given. Work is performed according to detailed and complex policies, regulations and/or human resources principles requiring some independent judgment in interpretation and application.

**Personal Contacts:** Contacts are typically with City Manager, City Clerk, Mayor, City Council, Department Directors, other City employees, job applicants, and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services, motivate persons, to justify or settle matters, or to resolve problems.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

Supervisory and Management Responsibility: None

### **MINIMUM QUALIFICATIONS:**

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's degree in Human Resource Management, Business Administration, or a related field is preferred.
- Minimum five (5) years of broad-based HR experience, with a minimum of two (2) years HR supervisory management experience required, preferably in a local government.
- Certification: A nationally recognized human resource-related certification such as PHR

(Professional in Human Resources), SPHR (Senior Professional in Human Resources), SHRM-CP (Society for Human Resource Management-Certified Professional), or SHRM-SCP (SHRM Senior Certified Professional) is preferred.

The Director of Human Resources/ Risk Management starting pay ranger will be \$75,000 to \$95,000 based upon the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

**This position is open until filled.**

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

**IMPORTANT:** By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

***No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.***

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.