

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Human Resources and Risk Specialist
DEPARTMENT: Human Resources
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs professional human resources and risk management related duties and may carry out responsibilities in some or all of the following functional areas: recruitment, employment/onboarding, compensation and classification, performance management, benefits, Human Resource Information System (HRIS), risk/safety administration, training, employee relations, labor relations, workforce planning, and employment equity programs. Works independently and receives technical guidance on unusual or complex issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates safety, workers compensation, liability claims adjustment and other loss control programs as assigned to fulfill the City's overall Risk Management objectives
- Identifies and evaluates potential risks, recommends solutions for reducing risk, creates Loss Run reports and performs trend analyses as needed
- Interprets risk policies, procedures and regulations to provide guidance, consultation and assistance to both management and other City staff on various risk matters such as safety issues, workers' compensation and other liability issues
- Creates intermediate to advanced reports in Crystal Reports or appropriate report writing software; serves as primary administrator for report-writing software and various databases
- Completes special projects related to HR including but not limited to compensation and classification surveys/studies, and cost analyses in support of collective bargaining, compensation and benefits administration
- Administers or assists in administering the City's Family and Medical Leave Act (FMLA) process, ADA interactive process and the City's Drug-Free Work Place Policy to ensure compliance with applicable state and federal law

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- Interprets and applies City policies, ordinances, collective bargaining agreements, federal and state regulations and provides relevant information to employees, other departments, agencies and unions as required
- Coordinates and/or facilitates compliance and safety-related training for City staff or team members which may include developing training curriculum or utilizing an existing presentation/curriculum
- Coordinates and/or participates in employee job analyses to ensure employee safety and well-being while minimizing potential liability to the City
- Reviews and evaluates the impact of new HR and Risk related laws on City policies, ordinances, contracts and processes, develops, gains approval for and implements new City policies and procedures in the area of HR and Risk
- Researches, recommends, and implements methods to improve and streamline HR and Risk processes through the use of technology
- Participates in City and HR and Risk staff meetings and attends other meetings and seminars
- Participates in developing HR and Risk department goals, objectives, and systems
- Maintains confidentiality in all HR and risk related matters
- Provides back-up support for HR and risk management functions; completes related cross-training as needed
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree preferably in risk management, safety management, information systems, business administration, human resources, or closely related field; supplemented by at least one (1) year experience in a human resources, risk management, or safety administration position; an equivalent combination of education, certification, training, and/or experience may be considered.

Associate in Risk Management (ARM), Professional Human Resources (PHR), Senior Professional Human Resources (SPHR), or other recognized safety, risk management, or HR Certification(s) is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of risk management, including loss control and prevention, claims management and settlement, workers' compensation administration, and insurance and risk retention
- Advanced knowledge of Microsoft Office products (Word, Excel, Access, PowerPoint, Outlook, and Publisher)
- Knowledge of local, state, and federal laws and regulations as they pertain to personnel and payroll administrative policies and procedures, including the Florida Sunshine Laws, Family and Medical Leave Act, ADA, and Equal Employment Laws

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- Working knowledge of Crystal Reports or similar technical report-writing software and HRIS
- Strong analytical and mathematical skills
- Skill in providing excellent customer service
- Skill in dealing tactfully and professionally with internal and external customers, including distraught, discourteous or irritated customers
- Ability to read and interpret state and federal laws, municipal codes and collective bargaining agreements
- Ability to collect, compile and analyze complex information and prepare clear and concise reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations
- Ability to maintain strict confidentiality in all matters
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date