



Job Description

Job Title:	Human Resources/Safety Manager	Classification:	Classified
Department:	Human Resources/Risk Management	Grade:	320
Occupational Group:	Human Resources	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision, manages staff and operations relating to employment, employee relations, compliance, compensation, benefits administration, and risk management. Serves as the Director of Human Resources and Risk Management Director when the Director is absent or not available.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides oversight for recruiting and retention, and the City's safety and loss prevention programs; administer and track performance for HR and Safety strategic action plans; manage HR/Safety dashboard.
2. Facilitates conducting employee surveys in partnership with vendors.
3. Serves as office manager for the department – purchase orders, preparing check requests, ordering supplies, service and retiree awards, equipment maintenance, employment compliance posters/materials, and first aid kit replenishment, in compliance with City policies, state and federal laws. Ensure compliance posters are in a location visible to employees, prepare communications and secure employee acknowledgements.
4. Supervises onboarding, benefits enrollment, orientation and provide support to City departments. Ensures compliance with policies related to recruitment, hiring, and promotional processes.
5. Administers and enforces all City policies and procedures; serves as employee and supervisor policy advisor.
6. Oversees employee benefits to ensure employees are properly educated, enrolled, and appropriate payroll deductions are executed as needed.
7. Administers, tracks on time, and ensures compliance with State and Federal employment laws, including but not limited to, FLSA, FMLA, COBRA, City Drug and Alcohol programs, and ADA programs and regulations.
8. Administrator for City's learning management system; assigns compliance training to city employees at least twice annually (seasonal and regular).
9. Manages responses to unemployment claims; represents the department during unemployment claims appeal hearings.
10. Conducts exit interviews; identify and report trends/issues to Director.
11. Develops and submits quarterly and annual State and Federal reports for safety and workers compensation. Assists Director with annual general liability insurance renewals.

12. Investigates disciplinary matters and advises supervisors and employees on policies. Meets with employees and supervisors to resolve employee concerns timely, fairly and consistently. Provides recommendation and documentation to Director for determination.
13. Administers City's safety loss prevention and control initiatives, policies and compliance training; chairs City safety committee meetings, develops safety policies; work with TPA and department managers to conduct safety audits of City departments, equipment, vehicles, tools and operations; creates workplace safety and loss prevention plan.
14. Provides timely communication with employees and/or the public about claims process and status. Prepare and close claims file documentation and notarize claims agreement; provide legal department with claims documents; process claims payments or coordinate with insurance broker.
15. Works with department managers to assure all areas of the operation are free from hazardous and unsafe to conditions for employees and citizens, and to identify and quickly address/remove safety hazards.
16. Works with City departments and legal counsel to conduct accident investigations and develop corrective action plans; file and manage workers compensation and general liability claims with Third Party Administrator (TPA).
17. Works with state and federal agencies, and community colleagues to deliver and or develop training that assist departments with maintaining safety practices while on duty.
18. Keep Director, department heads and supervisors regularly informed of safety issues and progress towards solutions. Prepare quarterly safety report for presentation to Management Team.
19. Coordinate with the City's Emergency Manager to review and update emergency action plans, and train employees through drills, videos, or other appropriate emergency education.
20. Prepare plans that outline operating procedures to be used in response to disasters or emergencies.
21. Ensures confidentiality and manages records storage and retention per federal and state laws.
22. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
23. Assists with developing and revising job descriptions, per City policy.
24. Facilitates City's performance evaluation process and department notifications; preparing analysis report of evaluation scores and partnering with departments to assist employees assigned to performance improvement plans.
25. Assists Director with budget planning and oversight; reviews and recommends budget expenditures for department in compliance with the City's purchasing policies and procedures.
26. Contributes effectively to the Human Resources and Risk Management Department, communicates effectively with co-workers, both within Human Resources as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Professional communications with employees and the public.
- Represent the organization at community meetings and conferences.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Public sector personnel administration principles and practices including the principles of classification, compensation, benefits, employment, employee relations, safety, loss prevention and risk management; Federal and State employment laws, policies, regulations, and guidelines; City of Joplin's employment, compensation, and benefits practices; City's Charter and Personnel Rules and Regulations; principles and practices of employee supervision; effective communication strategies and techniques for adult learners; computer software applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees/officials and the public; managing the day-to-day operations of a human resources office; administering safety programs; claims investigation and management; strong, positive verbal and written communications; understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; coordinating/managing a variety of risk management functions; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Safety Management, Public or Business Administration or related discipline.

Experience: Three years full-time professional experience in multiple program areas in Human Resources and Safety is required. Prior supervisory experience is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. SHRM, ICMA, and/or Safety/Risk Management certification is preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 06/20/2022	Type of Change: Reclassify Duties/Title Change
Revision details: Job reclassification from Assistant Director of Human Resources/Safety Manager. Update required duties in safety/risk/emergency management.	