

## **HUMAN RESOURCES MANAGER**

### **General Statement of Duties**

Performs specialized professional work to administer the various human resources related programs, including Safety and Risk Management.

### **Distinguishing Features of the Class**

An employee in this class is responsible for planning, evaluating, developing, implementing and monitoring a comprehensive risk management and safety program for the Town. This includes managing the Town's property liability and welfare benefit programs. Responsibility includes the direct supervision of the Town's safety program, as administered by the Safety Administrator. Additional focus areas include workers' compensation, regulatory safety compliance, employee safety and safety software. The work requires regular contact with department heads, supervisors, employees, community resources and leaders with considerable contact with peers from other municipalities, training resources, and the general public. Independent judgment is exercised in all aspects of work. Work is under the general supervision of the Human Resources Director and is evaluated through observation, regular reports, and annual performance appraisals.

### **Illustrative Examples of Work**

Plans, assigns, directs, and evaluates the work of assigned employees.

Administers the property/liability and welfare insurance plans; coordinates the placement/renewal process; evaluates coverage options and costs; conducts periodic reviews of insurance policies and makes recommendations on new coverage; works with town attorney and/or insurance carrier to recover the cost of repairing/replacing damaged town property.

Coordinates the workers' compensation renewal process for third party administrator and excess insurance carrier vendors and coordinates legal action regarding risk management activities with the town or representing attorney, insurance company and other relevant parties.

Reviews contracts, agreements, and bid specifications for Town insurance requirements and guidelines to minimize risk and safety exposures.

Oversees the management of the Federal Motor Carrier Safety Administration (FMCSA) program to ensure compliance with federal, state and local laws.

Prepares and manages program budgets; monitors expenditures; analyzes and produces various data for management reports and auditors.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Work requires considerable knowledge of the theory, principles, and practices of risk management.

Work requires considerable knowledge of local, state and federal laws and regulations relating to vehicle accidents, personal injury and property damage.

Work requires considerable knowledge of standard practices in the investigation of incidents leading to claims.

Worker must be skilled in understanding, interpreting and applying relevant city, state and federal statutes, rules, ordinances, codes and regulations.

Employee must have the ability to analyze financial and accident data and formulate programs to protect the Town's assets from liability exposures.

Employee must have the ability to conduct claims investigations.

Employee must have the ability to interview effectively.

Employee must have the ability to negotiate with claimants and resolve or recommend resolution of claims successfully.

Employee must have the ability to establish and maintain effective working relationships with others.

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and read extensively.

Worker is subject to both inside and outside environmental conditions.

### **Desirable Education and Experience**

Bachelor's degree in safety/occupational health or business administration with some experience in safety/risk management or human resource management.

### **Special Requirements**

North Carolina class C driver license

### **Fair Labor Standards Act (FLSA) Status**

Exempt

2023