City of Stoughton

HUMAN RESOURCES & RISK MANAGEMENT

Director of Human Resources & Risk Management

SALARY RANGE: **PAY GRADE:** **FLSA:** E

SUMMARY OF POSITION:

Director of Human Resources & Risk Management is responsible for providing leadership in developing and executing human resources and risk management strategy in support of the overall business plan and strategic direction of the City of Stoughton.

The Director of Human Resources & Risk Management is responsible for providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the city, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, benefits and compensation. The Director also provides strategic leadership by articulating Human Resource needs and plans to the Mayor, Leadership Team, Personnel Committee and the Common Council. The Director is the principal person responsible for managing claims and case management for the City of Stoughton. The Director serves as the primary resource for the establishment of risk management standards and policy for the handling of claims, safety programs, required documentation, insurance standards and audits. The Director works with CVMIC to ensure compliance and proper insurances are secured for the City of Stoughton.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

Personnel/Human Resources

- Provide overall leadership and guidance to Human Resources function by overseeing talent acquisition, on-boarding, career development, succession planning/back-up strategies, retention, training and leadership development, compensation and benefits.
- When final candidate selection is determined for hiring, if the Department and HR Director cannot reach an agreement, the Mayor will make the final determination.
- Manage the Cities lines of insurance which includes negotiations, and carrier selections when applicable. Lines of insurance include but are not limited to benefit plans (medical, dental, life, ancillary lines such as LegalShield, AFLAC etc.…)

- Develop and implement comprehensive compensation and benefit plans that are competitive and cost effective for the City.
- Develop, implement and maintain comprehensive strategic recruiting and retention plans to meet the human capital needs of the City.
- Facilitates and staffs the Personnel Committee.
- Advises and participates in review, modification, and adoption of new and/or modified personnel practices, policies, work rules and union contracts. Facilitates the interpretation and updates to the Work Rules and Union contracts.
- Manages unemployment claims by reviewing the claims and providing necessary backup/documentation. Prepares for and attends unemployment claim hearings when necessary
- Administers and reviews FMLA (Family Medical Leave Act) programs and policies; and approved company Leave of Absences. Responsible for the review of FMLA paperwork for eligibility. Initiates interactive process of identifying accommodations under the Americans with Disabilities Act (ADA).
- Serves as liaison to the Labor Attorney regarding Union negotiations and contracts in personnel-related issues.
- Develops, implements and maintains a uniform employee evaluation process.
- Coordinates succession planning and back-up strategies for all departments.
- Provides new employee orientation counseling.
- Monitors unemployment claims by reviewing claims and substantiating documentation. Prepares for and attends unemployment claim hearings when necessary.
- Provides policy development, organization and regulatory compliance for programs related to development and training, employee safety, welfare, wellness, health and EAP counseling services for employees.
- Administers the CDL Random Drug Testing program, including follow up on drug and/or alcohol positive results.
- Provides assistance when drafting or revising position descriptions. Monitors internal and external wage/salary equity.
- Responsible for Department Budget preparation and management
- Works with department leaders to resolve personnel problems and to investigate possible disciplinary situations or general complaints.
- Keeps current in the area of human resources management including governmental statutes and regulations.

Risk Management

- Serves as the Risk Manager for the City of Stoughton. Assumes all duties and tasks related to Risk Management for the City of Stoughton. Reviews and approves all contracts in regards to insurance coverage.
- Provides policy development, organization and regulatory compliance for programs related to development and training, employee safety, welfare, wellness, health and EAP counseling services for employees.
- Oversight of the CDL Random Drug Testing program, including follow up on drug and/or alcohol positive results
- Administers and manages all City insurance programs. Files all insurance claims with respective carriers. Works with carrier to determine compensability and next steps.

- Budget preparation and management for the Risk Management Department
- Contract review- reviews all city contracts that involve insurance coverage and risk management language
- Serves as the city liaison and point of contact person for Cities and Villages Mutual Insurance Company (CVMIC) and the Local Government Property Insurance Fund (LGPIF) Completes yearly insurance renewals for both.
- Reviews risk management reports and works with Leadership to determine trends and areas for opportunity/development.
- Coordinates safety trainings through CVMIC to the city employees, keeps accurate records of employee training schedules, safety policies and procedures. Keeps safety policies up to date. Ensures that employees are participating in safety training as required.
- Administers the Local Government Insurance Property Fund (LGPIF) regarding the city's property; ensures property is insured appropriately. Makes changes as appropriate. Serves as the point person to add, delete and approve changes.
- Manage the Cities lines of insurance which includes negotiations, and carrier selections when applicable. Lines include but are not limited to benefit plans (medical, dental, life, and ancillary lines), worker's compensation, liability insurance, directors and officers, etc.…
- Responsible for the management and handling of all claims against the city.
- Serves on the Risk Committee.
- Oversees the Material Data Safety Sheets (MSDS) binders to ensure accuracy
- Administers and processes claims against the city. Provides follow up.
- Serves as a member of the Wellness Coalition. Assists with the coordination of the medication disposal event.
- Other duties as assigned by Mayor.

QUALIFICATIONS:

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

Bachelor's Degree in Human Resources, Business Administration, Personnel Management, or closely related field. Professional in Human Resources (PHR) certification preferred, but not required. Ten plus years of progressive leadership experience in Risk Management and Human Resource or similar position. Specialized training in employment law, compensation, organizational planning, organizational development, employee relations, safety training and risk management preferred.

Language Skills and Interpersonal Communication

- The selected executive must have the ability to bring immediate credibility to the human resources function through his/her professional qualifications and leadership skills as well as project the highest levels of integrity. Superior interpersonal communication and presentation skills as well as proven organizational skills are required
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble,

copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.
- Ability to provide counseling and mediation.
- Ability to utilize a variety of advisory data and information such as financial statements and records, vouchers, invoices, payroll records, and instructions, billing statements, purchase orders, schedules, retirement reports, employee vacation/leave records, memos, state statutes, computer software operating manuals, dictionary, union contracts, city employment policies, benefit administration guides, procedures, guidelines and non-routine correspondence.
- Ability to effectively communicate orally and in writing with City employees, department heads and the general public. Ability to maintain a high degree of confidentiality.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals. Ability to interpret basic descriptive statistical reports. Ability to balance and reconcile financial accounts.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate office equipment and machinery requiring simple but continuous adjustments such as computer keyboard/typewriter, telephone, calculator/adding machine, photocopier and fax machine.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work.
- Ability to recognize and identify degrees of similarities or differences between characteristics of forms, sounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors poses little to no risk of injury.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EMPLOYEE SIGNATURE: _____ DATE:_____

SUPERVISOR SIGNATURE: _____ DATE: _____

Council Approved: December 27, 2016