

**TOWN OF MONUMENT  
JOB DESCRIPTION**



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**Job Title:** Human Resource Generalist / Assistant to the Town Manager / Risk Management

**Department:** Administration

**Reports to:** Town Manager

**Supervises:** Administrative Staff to include IT

**Status:** Exempt

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**Purpose:**

The Human Resources Generalist is responsible for implementing Human Resource Policies and Programs and managing all aspects of employee relations and development including benefits management and workers compensation. The Human Resources Generalist will manage staffing and recruiting, organizational development, performance management, training, compensation and benefits administration, workers compensation and employee counseling services. The Human Resources Generalist will maintain the utmost confidentiality in dealing with employee records and business information. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues. The ideal candidate will be resourceful and have excellent communication and leadership skills.

The Assistant to the Town Manager assists the Town Manager by performing increasingly responsible tasks in administering and managing the affairs of the Town and in directing the operations and services of the Town departments.

As Risk Management lead, the position manages and directs all work related insurance claims while managing the Town of Monument's safety and risk programs.

**Duties:**

Assists the Town Manager/Treasurer in conducting wage surveys within labor markets to determine competitive wage rates, cost of living analysis and pay for performance.

Administers and coordinates human resource programs to include: job descriptions, job classification, employee relations, recruitment selection, interviewing process, hiring, performance evaluations, promotion, transfers, disciplinary process, layoff, termination and ADA compliance.

01/01/2016

Administers and coordinates benefit programs to include: health, dental and vision benefits, Flexible Spending Accounts, Long Term Disability benefits, Accidental Death and Dismemberment benefits, life insurance, supplemental benefits, defined benefits (retirement), leave policies including Family Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), unemployment; ensuring compliance with Health Insurance Portability and Accountability Act (HIPPA).

Analyzes existing benefit policies of the Town and prevailing practices among similar organizations to establish competitive benefits program.

Develops census data and solicits insurance companies for quotations through third party administrator to negotiate premiums, terms and conditions; renewals and modifications of insurance contracts.

Recommends, implements approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans, and develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.

Prepares communications of new plan information for employees with the use of: printed communications, email and other media.

Assists third party administrator with implementation of the following: benefit documentation, benefit agreements and insurance policies. Has administrative approval to instruct insurance carriers to effect changes in benefit programs.

Conducts open enrollment meetings.

Ability to analyze and interpret laws, ordinances and regulations while maintaining compliance with local, state and federal guidelines

Administers the Town's self-insured workers' compensation program; assists with the development implementation of a risk management program.

Attends and participates in professional group meetings and training in order to stay abreast of new trends and innovations in the field of Human Resources Management and Employee Benefits.

Supervises and trains technical and administrative support staff to include: prioritizing assignments, delegation of assignments.

Maintains employee records and compliance with State Retention Schedule.

Supports the Town Manager in all Town issues and measures; working to accomplish organization, departmental and workgroup goals and objectives.

Presents ordinances, measures, and key issues at Board of Trustee meetings as directed

01/01/2016

Assists in the development of the Town's strategic plan in support of Town goals.

Works with local government officials and citizens in regards to negotiation and resolution of significant and controversial issues in support of Town objectives.

Assumes the role of Project Manager of assigned Town projects.

Assists with the procurement function to ensure compliance with Town regulations.

Additional duties may be assigned.

**Qualifications:**

Sufficient education and work experience to demonstrate the knowledge and skills which would typically be acquired through a Bachelor's Degree in Human Resources Management, Business or Public Administration, Psychology or a related field and four years of experience performing professional level human resources work with lead or supervisory experience. Preferred minimum of five years of experience in the assigned area in the public sector.

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a personnel system.

Project Management experience and training preferred.

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.  
Extensive background checks required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately boisterous. The office is currently located in the main office and is the office of the Town Clerk in addition to Human Resources Director (Benefits / Workers Compensation).