



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Human Resources Specialist – Risk Management

JOB FAMILY: Clerical

JOB NO: CL056116

FLSA: Non-Exempt

SAFETY SENSITIVE: No

GENERAL SUMMARY

To work as a cooperative and supportive member of the Human Resources team as an HR Specialist providing the best possible customer service, with particular expertise in the administration of the City's employee Workers' Compensation and safety programs.

SUPERVISION

General supervision is provided by the Risk Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Generate random drug testing emails to departments and database results when received.
4. Prepare a variety of forms, memorandums, correspondence, reports, public notices and documents for distribution within the City and to other related external businesses and governmental agencies. Including injury reports and workers' compensation information to insurance carrier and to employee; research and verify information as necessary.
5. Maintain a variety of files, filing systems, and databases to include the Risk Management Division's central filing system and all employee health records; maintain pre-employment, random and post-accident drug testing files. Prepare and maintain files and databases for injuries, accidents and safety wear.
6. Update records for injury status changes when received and contact departments to verify injured worker's work status.
7. Collect and prepare wages and time information for injured employees indisposed for a predetermined period; prepare and mail Wage Statements forms as required.
8. Coordinate a variety of information with insurance carrier including outstanding medical bills, employee lost time, employee return to work and activated compensation pay.
9. Answer injured employee's questions regarding their worker's compensation claim.
10. Conduct annual audit of City employee drivers' license records and any random checks.
11. Conduct annual search of City employees in the state's Sex Offender database.
12. Coordinate and maintain the security system database for City buildings, generate employee identification, key fobs and run door access reports.
13. Provide information to various individuals regarding the City's policies and procedures.

14. Provide verifications on employees (employment or loans) to various companies (by phone and by forms).
15. Run annual queries and reports to determine Safety Awards luncheon recipients.
16. Participate in the annual Safety Award Luncheon.
17. Administer pre-employment and post-accident drug and alcohol testing.
18. Maintain and coordinate the truck schedule with the boot truck company; verify the billing from the vendors.
19. Work as a cooperative and supportive member of the Human Resources team.
20. Provide the best possible customer service to the general public and employees.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide clerical and secretarial support to assist department staff in the completion of their duties and responsibilities.
2. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies, which may include collecting and distributing materials.
3. May be required to cover various HR work functions in the absence of other team members.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Four years of general office experience which includes working with the Microsoft Office Suite. Type 35 wpm.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic mathematical principles and practices.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computer and related equipment.

Various types of computer software applications, including Microsoft Office Suite and database management.

English usage, spelling, grammar, and punctuation.

Basic business letter writing and report preparation.

Basic principles and procedures of record keeping.

Teamwork methods and practices in a modern office system.

Skill in:

Formatting and completing a variety of correspondence and documents.

Operating various types of office equipment including computers, projectors, calculators, fax machines, telephones, and photocopiers.

Ability to:

Work in a team environment.

Tactfully respond to requests and inquiries from the general public and employees.

Discretely handle confidential information.

Learn City and department policies and procedures.

Simultaneously perform a variety of clerical functions.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Prepare and review a variety of correspondence and reports.

Communicate clearly and concisely both orally and in writing.

Flexibly adapt to a variety of work situations and interruptions.

Format and accurately keystroke in a way to expedite communication.

Work independently in the absence of supervision.

Operate a motor vehicle.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *bending, stooping, twisting and reaching above the shoulder*
- *sitting for extended periods of time*
- *sitting, walking and standing for extended periods of time*
- *frequently lift objects weighing up to 10 lbs.*

DISCLAIMERS

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Director of Human Resources

Date

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