

## **Human Resources Director**

The City of Gretna is currently accepting resumes for the position of Human Resources Director. The successful candidate will be responsible for the following duties:

### **Personnel Administration:**

- Staff recruitment and job applications
- Develop and administer personnel policies
- Maintain accurate employee records on a continual basis
- Report new employees to appropriate state agency
- Employment verification
- Enroll and assist employees in group health insurance plan
- Enroll and assist employees in retirement system
- Act as liaison between employees and all benefits providers
- Manage drug and alcohol program

### **Risk Management:**

- Administration of the City's insurance programs for general liability, commercial property, flood, automobile liability, professional liability, and workers' compensation
- Administration of claims process for commercially insured exposures
- Coordination of investigation with insurance carrier for workers' compensation claims
- Coordination of investigation with TPA for property claims
- Coordination of investigation of complaints regarding unsafe conditions or questionable safety practices
- Meet with TPA Safety Consultant for monthly safety meetings and reviews

### **Insurance:**

- Report all City wide accidents/incidents to appropriate insurance company and administration of these claims to completion
- Report all workers compensation claims to insurance company and administration of these claims to completion
- Review all attorney invoices and report to insurance company for inclusion in deductibles and/or Self-Insured Retentions (SIR)

### **Fleet Management:**

- Assign unit numbers to newly acquired City vehicles and equipment
- Maintain inventory of all City vehicles and equipment
- Report newly acquired City vehicles and equipment to appropriate insurance carrier to ensure appropriate insurance coverages are in effect
- Order fuel cards for new City vehicles and maintain accurate list of eligible vehicles and employees

Issue PIN numbers to drivers authorized to use fuel cards

**Miscellaneous:**

Coordinate City surplus property auctions

Emergency activities relating to hurricanes and other emergencies

**Minimum Qualifications:**

Possession of an accredited Bachelor's degree in Human Resources and/or 10 years of experience in Human Resource Management.

PHR/SPHR or SHRM-CP/SHRM-SCP preferred but not required

Proficiency in Word & Excel

**Submit resumes to [dneeb@gretnala.com](mailto:dneeb@gretnala.com)**