

City of Fernandina Beach
Job Description

DUM

City Manager Signature

9/20/18

Date

7. Responsible for reviewing employee personnel action forms and other documents for accuracy and for maintaining information/data related to all employees in the Human Resource Information System (HRIS) database. Provides reports as requested. Maintains security and confidentiality of employee records and information.
8. Performs benefits administration to include change of status reporting, ensuring correct deductions are being made, reconciling and preparing benefits invoices, and communicating benefit information to employees. Handles benefit inquiries and complaints to ensure equitable and timely resolution for employees and retirees.
9. Coordinates retirement processes for retiring employees with pension plan service providers.
10. Serves as staff coordinator for city's Pension Boards of Trustees (General Employees Pension Plan and Firefighters and Police Officers' Pension Plan); plans agenda and posts meetings, records meeting minutes, handles all correspondence on behalf of Board, follow-ups on action items.
11. Serves as staff coordinator for city's Safety Committee functions; plans agenda and posts meetings, records meeting minutes, handles all correspondence on behalf of Committee, follow-ups on action items.
12. Assists with managing worker's compensation and unemployment compensation claims effectively.
13. Manages requests for leave in compliance with the Family and Medical Leave Act (FMLA).
14. Responsible for maintaining current information on HR web page on City's web site, to include job postings, organizational charts, benefits information, and training and employee event calendars.
15. Assists with preparation and delivery of the city's employee newsletter and other communications to employees.
16. Assists in planning and coordinating employee events for the purpose of creating a fun and enriching work environment for employees.
17. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
18. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, walking, sitting, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Problem Solving, Interpersonal skills, Communication (oral and written).