



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Director of Labor Relations & Risk Management  
**Department:** Labor Relations & Risk Management  
**Classification:** 0401  
**Pay grade:** 38E  
**FLSA:** Exempt

**Prepared Date:** 05/2016  
**Approved By:** Cathy Swanson-Rivenbark

### **Summary**

Performs a variety of complex professional administrative and supervisory work in directing, planning, and coordinating the full range of functions and programs of the Office of Labor Relations consistent with the City's mission, vision and values. Work includes oversight of labor relations, risk management, workers compensation, ADA compliance and policies and procedures. Directs the actions of all labor relations and risk management staff to ensure proper compliance with related legislation, labor contracts, rules and regulations. Exercises considerable initiative and independent judgment under the general direction of the Assistant City Manager/Director of Public Safety.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs and manages the administration of various programs and processes relating to risk management: workers compensation, safety and loss control and property and general liability insurance programs. Oversees administration of processes related to ADA certificates of insurance, restricted covenants, hold harmless agreements and other City contracts. Oversees work of service providers and consultants. Serves as Secretary to the Insurance Advisory Committee.

Directs and manages the administration of collective bargaining agreements, negotiation of contracts, management of grievances and disciplinary actions. Investigates employee complaints to include sexual harassment and discrimination.

Administers, interprets and ensures compliance with a variety of personnel related local, state and federal laws and regulations and collective bargaining agreements. Serves as in-house consultant to management on employee issues and Special Counsel to the City Attorney on labor matters.

Directs the development of departmental objectives, plans, programs, policies, procedures and methods for efficient and effective administration. Directs the preparation of special studies, surveys and reports, as required.

Provides information to City Manager, Commission and Mayor. Works with attorneys and outside agencies. Participates in depositions and court hearings.

Attends City Commission Meetings and makes presentations. Participates in the development of city-wide goals, policies and procedures. Conducts research and prepares reports.

Serves on the City Emergency Management Team and facilitates labor management meetings.

Performs other related tasks as required.

**Knowledge, Skills, and Abilities:**

Knowledge of City practices, policies and procedures, federal, state, and local laws relating to labor relations and risk management to include: EEO, ADA, FLSA, FMLA, ADEA, and HIPAA. Knowledge of labor relations, risk management, city employee rules and regulations and collective bargaining agreements. Knowledge of RFP's service contracts and certificates of insurance, contract negotiation methods and procedures, provisions of insurance carrier plans and policies, management and supervisory practices and City emergency action plan. Ability to manage, supervise, train, discipline, and delegate work of subordinates, develop and implement policies, procedures, and goals, negotiate collective bargaining agreements and conduct investigations of employee complaints. Ability to develop and administer budgets, conducts oral presentations, and conducts research and reports. Good management, negotiation, verbal and written communication skills are needed. Ability to make decisions recognizing established procedures and practices, and to use resourcefulness and tact in meeting new problems. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to communicate professionally with employees of all levels, applicants, management, union representatives, city officials, attorneys, and service providers. Ability to establish and maintain effective working relationships with subordinates, contractors, vendors, officials, other employees and Unions.

**Physical Requirements:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience:**

Bachelor's degree in Personnel Management, Business Administration, Public Administration, or related field required; Master's degree or Juris Doctor preferred.

Eight (8) years professional labor relations experience, to include two (2) years at a higher supervisory/management level. Experience must include responsibility for labor relations, contract negotiations, and risk management.