



## **CITY CLERK/HUMAN RESOURCE OFFICER**

The City of Placerville is opening a promotional opportunity for the position of City Clerk/Human Resource Officer. The City Clerk/Human Resource Officer works under direction of the City Manager to plan, oversee and implement a full service human resource program. In addition the position performs all city clerk functions including custodian of records, legal notifications, attend and transcribe minutes of City Council Meetings, and all other functions of the City Clerk. The position works closely with the City Council to coordinate meetings and other activities.

### **Essential Duties**

The following duties are typical for the City Clerk/Human Resources Officer, but are not intended to reflect all duties performed within the job:

1. Plans, administers, and implements a full-service human resources program including recruitment and selection, worker's compensation, employee performance evaluation, employee orientation and training, classification and compensation programs, and risk management functions; maintains a variety of confidential records and files.
2. Initiates, oversees and participates in the implementation of the City's recruitment and selection programs; develops job announcements and recruitment advertisements; participates in the selection process including setting up interview panels, testing and scoring employment examinations, establishment of employment lists, and referral of candidates to departments for hiring interviews.
3. Conducts new employee orientation sessions; processes paperwork and forms; explains City human resources policies and procedures; provides information on benefit plans and enrollment decisions required; makes appointments for physicals as necessary; generates payroll report forms for new hires and all payroll changes of status.
4. Maintains a variety of records and files; maintains personnel files and processes a variety of employee records; responds to staff questions regarding evaluations, merit increases, medical questions, and other general personnel department issues.
5. Coordinates the day-to-day operations of the City's workers' compensation and employee benefit programs with outside administrators and brokers; processes claim forms and COBRA benefit notices as necessary.
6. Serves as Safety Coordinator for the City's Injury and Illness Prevention Program; serves as contact for Risk Management JPA's for liability and workers' compensation.
7. Coordinates City-wide training for safe work practices or general employee meetings.
8. Monitors City compliance with EEOC/AA guidelines and prepares required documentation.
9. Researches and updates personnel rules as needed to comply with state and federal guidelines.
10. Participates in administering the City's classification and compensation systems and plans; prepares and revises class specifications; conducts salary and benefit surveys; analyzes data;

prepares analyses and reports for staff; responds to salary and benefit studies and provides appropriate information as necessary.

11. Processes liability and property damage claims; coordinates claims process with third party administrator.
12. Prepares and distributes City Council meeting and study session agendas; posts agendas; attends and takes minutes of meetings of the City Council and related meetings; prepares, edits, distributes, and maintains City Council minutes.
13. Responds to Public Information Requests from the public and staff; researches and provides necessary information; serves as contact/resource person regarding City policies, procedures, objectives and operational functions; answers questions and provides information where judgment and knowledge are utilized, including in the proper handling of confidential information or files; ensures that citizens have access to information by researching and providing copies as necessary.
14. Serves as official record keeper for the City; prepares and indexes meeting notification, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, bonds and related documents and correspondence.
15. Maintains the Municipal Code by tracking ordinances and providing for their publication and distribution, coordinating codification with vendor, and related correspondence.
16. Opens bids for public City projects; maintains bidders file; responds to public questions regarding bids as necessary.
17. Serves as Filing Officer and Filing Official for Fair Political Practices Commission (FPPC) annual, assuming and leaving office statements for Code 87200 filers and designated filers.
18. Post legal notices and acceptance of legal documents; certifies/attest documents; receives subpoenas, claims and summonses on behalf of the City.
19. Coordinates municipal elections with El Dorado County elections officials.
20. Performs a wide variety of responsible administrative duties for the City Council; provides support and liaison to City Council sub-bodies including maintaining listings, advertising, vacancies, and processing applications for board appointment.
21. Performs related duties as required.

### **Qualifications**

**Education/Training:** Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration or a related field.

**Experience:** Five years of experience involving a variety of administrative responsibilities that include personnel, record keeping, safety and benefit programs.

**Knowledge:** Knowledge of human resource service and operations. Knowledge or principles and practices of municipal operations and legislative proceedings.

**Ability:** Requires ability to perform a wide variety of human resources and municipal operations and function related to city clerk duties.

### **License or Certificate:**

- Possession of an appropriate, valid driver's license.

Possession of certification as a Certified Municipal Clerk is desirable.