

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Personnel/Risk Management Coordinator** for the City of Las Vegas Human Resource Department.

Entry Level: Per Pay Plan – \$14.61

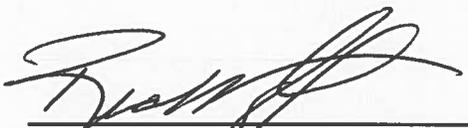
Nature of Job: This is a highly responsible and professional position. Insures compliance with all City, State and Federal laws, rules and regulations applicable to personnel management. Work is performed and originates from the day-to-day functions of personnel management as well as from special needs of the City and the community and independent judgment in carrying out said duties. Job performance evaluated on the basis of direct observation by the Human Resource Manager. . Position involves work with Risk Management and general liability insurance claims. Assists with pre-employment physical examinations for safety sensitive positions. Monitors labor laws. Maintains files and document retrieval pertaining to unemployment claims as well as attends hearings. Assists departments in construing and enforcement of personnel rules and regulations, personnel actions and grievance and appeal procedures. Provides guidance to employees on personnel issues such as PERA, promotions, transfers, policies and procedures, counseling, etc. Assists in coordinating and administering of Labor Contracts. Coordinates training programs for all departments and oversees employees' development. May be assigned to develop or coordinate special projects or programs. May be required to occasionally present issues or projects before Mayor and Council. Assists employees with general personnel matters. (A detailed job description is available at the Human Resource Office.)

Qualifications: High school diploma or equivalent. Post-Secondary education preferred. Valid NM Driver's License, and must insurable by the city's insurance carrier. Must have excellent communication skills both written and verbal. Must have ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public. Must be self-directed and able to work with minimum supervision.

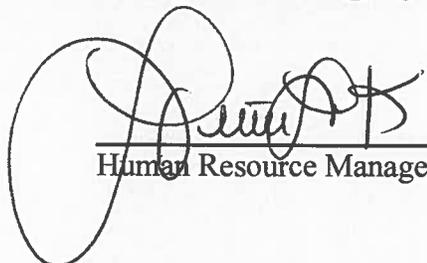
Posted: General Public: July 7, 2016 thru July 14, 2016

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Richard R. Trujillo, City Manager



Human Resource Manager