

**CITY OF LEADVILLE, COLORADO  
RESOLUTION NO. 33  
SERIES OF 2022**

**A RESOLUTION CREATING THE POSITION OF HUMAN RESOURCES DIRECTOR AND  
RISK MANAGER**

**WHEREAS**, pursuant to Section 2.44.020 of the Leadville Municipal Code, the City Council of the City of Leadville (“City”) is authorized to create employee positions as Council deems necessary for the proper operation of City government and may authorize the filling of those positions; and

**WHEREAS**, the City Administrator is authorized to recommend the creation of employee positions to the City Council pursuant to Section 2.56.030 of the Leadville Municipal Code; and

**WHEREAS**, the City Administrator has analyzed the needs of the City and recommends that City Council create the position of Human Resources Director and Risk Manager with the responsibilities and job duties as outlined in the job description attached hereto as **Exhibit 1**; and

**WHEREAS**, the City Council has reviewed the attached job description and recommendation of the City Administrator and has determined that the creation of a Human Resources Director and Risk Manager position is necessary for the proper operation of the City’s government.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEADVILLE, COLORADO, AS FOLLOWS:**

**Section 1.**     **Recitals.** The foregoing recitals are incorporated herein by reference as findings and determinations of City Council.

**Section 2.**     **Creation of Employee Position.** The City Council hereby:

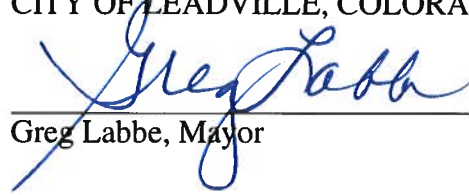
- (a) creates the position of Human Resources Director and Risk Manager with substantially the same responsibilities and job duties shown in the job description attached hereto as **Exhibit 1**;
- (b) authorizes the City Administrator to fill such position in accordance with applicable laws; and
- (c) authorizes the City Administrator to amend the attached job description as necessary, prior to advertising and hiring for the position, to meet the needs of the City and ensure its proper operation.

**Section 3.**     **Effective Date.** This Resolution shall be effective upon its adoption by City Council.

**ADOPTED** this 5th day of July 2022 by a vote of 6 in favor, 0 against, 0 abstaining, and 1 absent.



CITY OF LEADVILLE, COLORADO:

  
\_\_\_\_\_  
Greg Labbe, Mayor

ATTEST:

  
\_\_\_\_\_  
Mayda Silver, Deputy City Clerk

**EXHIBIT 1**  
**JOB DESCRIPTION FOR HUMAN RESOURCES DIRECTOR**



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- Provides leadership and direction in the development of short and long range goals, plans and organizational initiatives.
- Provides excellent customer service; communicates courteously and responsibly; provides effective and efficient service both internally and externally.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Provides professional advice on human resource management issues to the departments. Works with all employees on numerous aspects of employment.
- Presents departmental issues and recommendations on major issues requiring policy direction to the City Council.
- Prepares and administers the departmental budget. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Ensures that all records are maintained, distributed and retained as required based on all applicable laws and established human resource standards.
- Directs the development, administration and evaluation of wage and benefit surveys to determine a competitive compensation plan and benefit structure; monitors and reports consumer price index impact in cost-of-living adjustments.
- Represents the city at personnel related hearings and investigations.
- Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, retirement plans, paid time off, bonus pay, and special employer sponsored activities.
- Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.
- Acts as Retirement Plan Administrator, consulting with the City Administrator as the need for changes arise.
- Writes directives advising department managers of local, state, and federal policy regarding equal employment opportunities, compensation, and employee benefits.
- Serves as the city's Americans with Disabilities Act coordinator.
- Develops and maintains a human resources system that meets top management information needs.
- Acts as Privacy Officer, overseeing all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, protected health information in compliance with federal and

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state laws and the city's information privacy practices.

- Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

**Additional Duties:**

- Grant writing and grant management.
- City communications.
- Perform related work and support for the city's Administration Department as required and assigned.

**Supervision Exercised:**

No supervisory responsibilities.

**Independence of Action:**

Work is performed in accordance with legal requirements, standard practices and methods requiring initiative to complete recurring assignments independently and judgment to determine which of many methods are applicable in any given situation.

**Communication/Working Relationships:**

Strong written and verbal communication skills with the ability to effectively communicate and interact with all levels of the city, outside agencies, and the general public in a positive and cooperative manner. Maintain strong working relationships with City Councilmembers, City Administrator, Finance Director, Department Heads, Lake County and outside agencies.

**Knowledge, Skills and Abilities:**

- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to establish effective working relationships with co-workers, elected officials and the general public
- Ability to work independently, pay close attention to detail, and manage multiple reports, documents, and deadlines effectively
- Innovative, collaborative, organized, self-motivated
- Ability to properly operate or use: computer (Google, Microsoft Office software), telephone, copier, calculator, audio and video recording devices, and other office equipment.
- Ability to respond effectively to sensitive inquiries or complaints and provide excellent customer service.

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- Ability to creatively problem-solve to address vaguely defined issues.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend government meeting that may take place after normal business hours.

**Qualifications:**

**Minimum Education:** Bachelor's degree in human resources, public administration, business management or a closely related field. Three to five (3-5) years of human resources generalist experience. Experience in a management/supervisory role in a human resources department is preferred. SPHR or SHRM-SCP certification highly desired.

**Job Requirements:** Valid Colorado Driver's License.

**Language Skills:** Ability to read, write and speak English fluently. Ability to respond to employees, customers, regulatory agencies or authorities, or members of the local business community. Ability to create and present oral presentations to a variety of audiences including city staff, the community, and City Council. Bi-lingual Spanish speaking skills are preferred.

**Physical Demands and Work Environment:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

The position is primarily administrative in nature, working indoors, completing tasks such as reading and reviewing reports, papers and other documents, typing, filing, writing reports, correspondence and other documents. This portion of the job will require sitting, walking, bending, kneeling, standing, hearing, speaking and lifting boxes up to 20 pounds occasionally. Specific vision abilities required by this position include close, distance, and the ability to adjust focus.

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
<b>Physical Task</b>	<b>Frequency</b>	<b>Physical Surroundings</b>	<b>Frequency</b>
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	O	Other:	
Squatting	O		
Climbing	R	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	R

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Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	R
Visual Acuity Far	O	Local Travel	F
Depth Perception	R	Out of Town Travel	O
Color Discrimination	R	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	R	<b>Weight of Objects Moved</b>	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	O

**Compensation:**

The Human Resources Director and Risk Manager position is a full-time position and requires a minimum of 40 office hours a week including attendance at public meetings (including evenings). The pay range is \$50,000 - \$70,000.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.