



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

Human Resources Specialist Position Available May 8, 2025

Position Title:	Human Resources Specialist
Closing Date:	Open until filled
Annual Salary Range:	\$43,305.60 - \$72,987.20
General Summary:	This is specialized para professional and administrative work involving the City's human resources programs, systems and functions. The individual is responsible for Administrative Support, Human Resource Management Information Systems, Compensation, Planning and Development, and Benefits. Incumbents are expected to work with limited supervision in carrying out designated responsibilities and varied assignments without detailed instructions. Work is subject to be reviewed through reports, conferences, feedback from co-workers and observations of results obtained. Work is performed under general supervision in accordance with established procedures and reports to the Human Resources Director.
Description:	<p>Creates and maintains spreadsheets, databases and filing systems to track enrollments, transactions and coverage level for all benefit plans</p> <p>Reconciles all employee benefit billings for accuracy and conformity with specifications and employee records</p> <p>Serves as the primary point of contact for providing information to employees, retirees and former employees on all benefit related questions including medical, dental, COBRA, life insurance, long term disability, supplemental insurance and the 401-money purchase plan</p> <p>Processes all enrollments and terminations in the City's benefit programs and acts as the primary City administrator of the online benefit system including all insurance and COBRA transactions along with payroll data entry related</p> <p>Ensures compliance with state and federal regulations relating to benefit administration including but not limited to the section 125 flexible benefits plan, children health insurance program, COBRA, Medicare creditable coverage, and ensures compliance to the policies and procedures of the City's third-party benefit administrator. Completes yearly reports associated along with EEO-4 reporting and EEOP utilization report/monitoring</p> <p>Processes and monitors workers compensation claims and serves as primary point of contact for injured employees, resolving problems, complaints, and follow ups with regard to status of physician appointments to determine employee's ability to return to work and any other related issues as needed.</p> <p>Obtains Workers Compensation claims history and trends and facilitates the Safety Committee to evaluate and create safety programs to enhance and monitor safety in the workplace.</p> <p>Processes loans/emergency withdrawals from 401 and 457 accounts, including receipt of appropriate transactions</p> <p>Plans and coordinates the employee annual benefits fair including the solicitation of vendor/community participants</p> <p>Manages compliance for Drug Free Workforce and mandatory DOT random drug screening</p> <p>Monitors regulatory and legal changes applicable to assigned area, alerts those with a need to know of the changes and assists in developing compliance measures as applicable</p> <p>Assists in the administration of FMLA and monitors procedures, ensuring employee eligibility, tracking leave time, maintaining files and records in compliance with Federal guidelines.</p> <p>Performs other related work as required</p> <p>Foster positive employee relations and employee morale on a City-wide basis</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities</p>
Minimum Qualifications:	<p>Associates degree required. A Bachelor's Degree in public administration, business, human resources or related field preferred.</p> <p>Two (2) to three (3) years' experience in human resources, including, but not limited to benefits, workers compensation and employee relations.</p> <p>Public Human Resources Profession (PHRP) preferred or the ability to obtain within five (5) years from date of employment.</p> <p>Valid Florida driver's license required</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org</p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	

Human Resources Department
104 North Riverside Drive
Edgewater, Florida 32132-0100
(386) 424-2400 • FAX (386) 424-2474