



# **DIRECTOR OF PERSONNEL, SAFETY, and LOSS CONTROL**

The City is seeking a Director of Personnel / Safety / Loss Control to serve as a department head under the jurisdiction of the Mayor, in accordance with Indiana Code 36-4-9-2. This leadership position is responsible for overseeing all personnel functions of the City while ensuring compliance with applicable state and federal regulations. The Director plays a critical role in protecting the City's workforce and financial integrity through effective human resources management, employee safety programs, and risk and loss control initiatives.

## **Key Responsibilities**

- Direct and administer all personnel and human resources functions, including employment practices, compensation, benefits, training, employee relations, and recordkeeping.
- Develop, implement, and enforce personnel policies and procedures in compliance with state and federal regulations, including FLSA, OSHA, and ADA requirements.
- Establish, promote, and maintain a safe, healthy, and accident-free work environment across all City departments.
- Lead and coordinate employee safety, loss control, and loss prevention programs citywide.
- Identify potential risks to the City and protect financial integrity through proactive risk management, safety training, and loss avoidance strategies.
- Investigate incidents involving employee injuries, workers' compensation claims, property damage, and City-owned vehicle losses.
- Oversee workers' compensation and related claims management processes.
- Provide guidance and support to department leaders on personnel, safety, and compliance matters.
- Direct and coordinate human resources and safety activities personally or through subordinate supervisors.

The City desires to appoint an individual who demonstrates the following qualities:

- **Big Picture Thinker** – Possesses a strategic mindset with the ability to anticipate workforce trends, evaluate policy impacts, and align initiatives with the City's long-term objectives.
- **Trusted Leader** – A highly skilled professional with demonstrated experience, sound judgment, and the ability to provide well-reasoned recommendations on complex personnel, safety, and policy matters.
- **Outstanding Communicator** – Effectively communicates ideas and information clearly in both written and oral formats while actively listening and valuing diverse perspectives.
- **Collaborative Leader** – Builds strong working relationships across all City departments and fosters cooperation to achieve shared goals and positive outcomes.
- **Effective Manager** – Demonstrates the ability to manage departmental resources efficiently, maximize human capital, and ensure responsiveness to the City's needs, expectations, and values.
- **Forward-Thinker** – A lifelong learner who is open to innovation, technology, and emerging trends in human resources, safety, and loss control, and who seeks continuous improvement through feedback and collaboration.

## **Qualifications**

- Bachelor's degree in Human Resources, Safety, Risk Management, Public Administration, or a related field (or equivalent experience).
- Progressive experience in human resources, safety, loss control, or risk management, preferably in a public sector environment.
- Supervisory or management experience preferred.

## **APPLICATION AND SELECTION PROCESS**

For more information, please email [hra@jasperindiana.gov](mailto:hra@jasperindiana.gov) or call 812-482-4255.

Learn more about the City of Jasper, Indiana at [www.jasperindiana.gov](http://www.jasperindiana.gov). To see what is happening in Jasper, Indiana visit [https://explorejasperin.com/](http://explorejasperin.com/).

The City of Jasper is an Equal Opportunity Employer and values diversity at all levels of its workforce.

We invite qualified professionals to submit a resume and cover letter to [hra@jasperindiana.gov](mailto:hra@jasperindiana.gov) or mail to:

**PERSONNEL DIRECTOR**  
**EOE #447**  
**c/o City of Jasper**  
**P.O. Box 29**  
**Jasper, IN 47547-0029**  
**or email to: [hra@jasperindiana.gov](mailto:hra@jasperindiana.gov)**