



<b>Position Title:</b>	Sr. HR Specialist and Safety Coordinator		
<b>Department:</b>	Human Resources		
<b>FLSA Status:</b>	Exempt		
<b>Salary:</b>	<b>Grade:</b> L	<b>Starting:</b>	\$80,713
<b>Supervision:</b>	Director of Human Resources	<b>Last Reviewed:</b>	11/21/25

Shape Culture. Lead Safety. Strengthen People.

Join a city that invests in its employees and values doing things the right way. As the Senior HR Specialist and Safety Coordinator, you'll act as both a trusted HR leader and the driving force behind La Vergne's safety and risk management programs. This role combines strategic HR responsibilities with tangible impact—helping employees succeed while maintaining a safe, compliant, and supportive workplace.

We offer stability, opportunity, and benefits that truly set the City of La Vergne apart:

- **100% Paid Insurance** for you and your family — including health, dental, vision, life, disability, and Lasik coverage.
- **Secure Retirement:** 401 (a) with 4.5% city contribution plus a 457 plan with matching up to 3.5%, vested immediately.
- **Generous Paid Time Off:** vacation, sick, personal days, 12 holidays, and your birthday off.
- **Longevity Pay & Professional Growth:** annual service bonuses and full support for continued education, certifications, and leadership development.
- **Culture of Care:** a mission-driven organization that values integrity, teamwork, and employee wellbeing.

#### Job Summary

The Senior Human Resources Specialist and Safety Coordinator supports the Human Resources Director by executing advanced HR functions and coordinating comprehensive safety and risk management programs. This role includes responsibilities in personnel management, employee relations, safety initiatives, claims management, and policy implementation

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the HR Director in developing and implementing HR policies, procedures, and initiatives to enhance organizational effectiveness.
- Provides expert advice and support on complex HR issues, including employee relations, disciplinary actions, performance management, and legal compliance.
- Oversee the administration of key HR functions, such as recruitment, onboarding, benefits, training, and employee engagement.

- Leads safety management efforts, including conducting safety training, inspections, and investigations, and serving as Chair of the City Safety Team.
- Manages risk mitigation activities, including monitoring insurance claims and workers' compensation, and recommending improvements to minimize organizational risks.
- Conducts monthly random drug testing program along with the Director of Human Resources.
- Ensures HR operations comply with federal, state, and local employment laws.
- Maintains HRIS (Dayforce) oversight, ensuring system accuracy and effectiveness, and supports payroll operations as needed.
- Coordination, planning, and execution of employee-focused events and initiatives, including the annual Employee Appreciation Day, Thanksgiving luncheon, and holiday party.
- Represents the HR department at meetings, effectively communicating departmental policies and initiatives.
- Attend and actively participate in local, state, and national trainings and conferences.
- Performs additional responsibilities as assigned by the Director of Human Resources.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources or a closely related field **required**, OR
- A minimum of six (6) years of progressive HR experience, including demonstrated work in safety management and employee relations, with a current professional HR certification **(PHR, SHRM-CP/SCP, or PSHRA-CP/SCP)**.
- Excellent communication skills with demonstrated ability to address diverse audiences and manage sensitive issues professionally.
- Strong analytical and problem-solving abilities and a commitment to promoting workplace safety and compliance.
- Demonstrated experience with HRIS systems, preferably Dayforce.
- Must possess or obtain a valid Tennessee Driver's License within a reasonable period.

#### SKILLS, KNOWLEDGE, AND ABILITIES

- Proven ability to manage HR operations autonomously and collaboratively.
- Deep understanding of employment laws, safety regulations, and best practices in risk management.
- Exceptional interpersonal and organizational skills, capable of prioritizing tasks effectively.
- Commitment to confidentiality and ethical standards in HR and risk management practices.
- Proficiency in Microsoft Office Suite and relevant HR software.

#### PHYSICAL DEMANDS

Mostly sedentary, with occasional lifting (up to 40 pounds), climbing, stooping, reaching, and repetitive tasks. Vocal and auditory acuity are necessary for effective communication.

#### WORK ENVIRONMENT

**Office-Based Administrative Role:** Mainly operates in an office environment, focusing on human resources policies, employee relations, benefits management, and safety procedures. Uses computers and software for data analysis, report generation, and managing HR and safety systems.

**Strategic Planning and Policy Development:** Collaborates with HR leadership to develop and implement policies supporting workforce safety and organizational effectiveness. Involves

strategic planning, policy formulation, and advising on best practices in human resources and safety management.

**Collaborative and Advisory Role:** Requires effective collaboration across departments, guiding on HR issues, safety initiatives, and compliance with employment laws and regulations. Serves as a key advisor to department heads and management, facilitating training sessions and workshops on relevant HR and safety topics.

**Risk Assessment and Compliance Oversight:** Performs safety and risk evaluations, identifies potential hazards, and devises mitigation strategies. Ensures adherence to safety regulations, manages workers' compensation claims, and collaborates with insurance providers to reduce organizational risk.

**Employee Relations and Support:** Manages employee relations matters, including conflict resolution, performance management, and employee engagement activities. Provides support and counseling to employees to foster a safe, positive, and productive work environment.

**Documentation and Record Keeping:** Ensures accurate documentation and maintains meticulous records related to HR activities, safety assessments, training programs, and compliance efforts. Supports decision-making processes and ensures regulatory compliance.

**Schedule:** This position is not remote. It follows a standard workweek from Monday to Friday, 8:00 am to 4:30 pm. Still, it requires flexibility to handle urgent HR issues and safety emergencies, attend evening meetings, and conduct training sessions as needed.

Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.

**THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.**