



JOB DESCRIPTION

HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR

(At-Will, Exempt, Management Position)

DEFINITION

The Human Resources/Risk Management Director is an exempt position reporting directly to the City Manager. This position provides professional analytical support and services to City departments in a variety of program areas including employee relations, risk management, recruitment, examination, classification and compensation, training, salary and benefits administration, employee development, mediation, facilitation, and equal employment opportunity under the direction of the City Manager and in compliance with State and Federal regulations, City policies and adopted human resources rules and regulations. Performs and is responsible for risk management activities, including employee safety training programs, and Injury Illness & Prevention Program (IIPP). Supervises and directs efforts of professional, and/or clerical support staff engaged in providing administrative and human resources services.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Directs and coordinates the administration of the classification and compensation plan, recruitment and selection processes, employee relations and benefits, safety, training, affirmative action, and employee performance rating and orientation programs. (E-M)
- Administers City human resources rules, regulations, and policies, and Memoranda of Understanding and consults with department heads and the City Manager relative to employee relations, policy development and human resources issues. (E-M)
- Develops and coordinates the implementation of personnel policies, procedures, ordinances, and resolutions. (E-M)
- Serves as Risk Manager, including employee safety programs, Injury, Illness & Prevention Program (IIPP), and administration of liability and worker's compensation insurance claims. (E-M)
- Works with the City's insurers to ensure proper investigation and reporting procedures, performs cost analysis, prepares required reports, and coordinates with various departments to assure compliance with insurance requirements. (E-M)
- Determines employee safety training needs and provides effective training programs. (E)
- Assists in the development of reports and studies through research and analysis, coordinating material from various sources, and writing and/or editing narratives. Prepare and/or assist in the preparation of a wide variety of rules, regulations, reports, manuals, procedures, publications, documents, etc. (E-M)
- Coordinate assigned work with related activities by other City departments, governmental agencies, public or private organizations. Identify interdepartmental and/or interagency cooperation or cost-sharing opportunities, as directed by City Manager (E).
- Ensures compliance with various Federal and State regulations as they relate to personnel functions, such as the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, California Family Rights Act, Health Insurance Portability and Accountability Act and Workers Compensation. (E-M)

- Organize and maintain a variety of complex records and files related to the Human Resources Office operations and functions, including material of a confidential nature. (E, M)
- Performs research and analysis, conducts studies and prepares recommendations on a variety of issues such as compensation and benefits surveys and legislative updates affecting the department. (E)
- Participates on the City's negotiating team during meet and confer sessions with employee labor organizations. (E)
- Performs analyses and prepares reports and recommendations to the City Manager; Prepares and presents staff reports to the City Council. (E)
- Assists with investigations and resolution of employee requests, complaints and/or grievances. (E)
- Selects, supervises, trains, directs, motivates, and evaluates Human Resources Department staff including making hiring and other human resources decisions, insuring proper training of personnel to implement department goals, objectives and functions; working with employees to correct performance deficiencies, completing and reviewing performance evaluations, and implementing disciplinary and/or termination procedures;
- Administers, coordinates, and researches employee benefit programs. (E-M)
- Coordinates and directs the administration of the City's Workers Compensation program. (E-M)
- Administers the Department of Transportation Drug and Alcohol Testing Program and ensures compliance with Federal guidelines. (E)
- Coordinates with the Payroll Officer to ensure accurate interpretation of Memoranda of Understanding and personnel policies and procedures as they relate to the payroll function. (E-M)
- Provides direction, coordinates and makes recommendations for resolving performance issues, disciplinary actions, and grievances; resolves difficult issues with recognized employee association representatives. (E)
- Develops, directs, administers and monitors Human Resources Department budget. (E)
- Develops, implements, and trains employees on new programs and procedures as required.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Works flexible hours. (E)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration, including recruitment and selection, classification and compensation administration, employee relations, training, safety, benefits, affirmative action, and workers compensation.
- Applicable Federal, State, and local laws, regulations, ordinances, and policies.
- Principles and techniques of administrative analysis and statistics.
- Risk management, safety, and insurance programs.
- Principles and practices of organization, administration, budget, and personnel management.
- Principles and practices of effective conflict resolution and problem solving.
- Modern methods of public and employee relations.
- Principles of supervision, training and employee development.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work.
- Select, supervise, train, motivate, evaluate, and discipline assigned employees; to plan, organize, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel; to provide effective administrative leadership; and to appropriately delegate authority and responsibility.
- Deal constructively with conflict and develop effective resolutions.
- Make investigations, determine the cause of accidents, and initiate corrective action.
- Analyze safety and loss prevention programs to reduce and maintain low insurance costs and claims expense.
- Represent the City on relevant matters, and to make effective public presentations.
- Analyze administrative problems and situations and recommend effective solutions.
- Conduct research and prepare complex reports.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Organize and maintain a variety of complex records and files related to the Human Resources/Risk Management Department operations and functions, including material of a confidential nature.
- Evaluate and recommend changes to policies, programs, and practices.
- Answer questions related to City personnel procedures and policies.
- Operate a personal computer system using standard or customized software applications appropriate to assigned tasks.
- Organize and prioritize work, and to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Manage a number of assigned tasks at any given time and meet established deadlines.
- Estimate equipment, materials, and other resources needed to assist in budget preparation.
- Work flexible hours.

Experience and Education:

Any combination of education and/or experience equivalent to a Bachelor's Degree in Public or Business Administration or a related field, and four years of municipal human resources and administrative experience.

Necessary Special Requirement:

Possession of a valid Class C California Driver's License.

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