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## HUMAN RESOURCES/RISK MANAGER

Department: Administration  
Range:

FLSA Status: Exempt  
Effective Date: September 1, 2010

### **General Purpose**

Under direction from the General Manager, to manage and coordinate the District's personnel programs, services and activities including salary and benefits administration, workers' compensation, risk management, safety, training and development, employee relations, recruitment and selection, and related functions; to provide highly responsible and complex administrative support to the General Manager; to serve as the Safety Officer for the District; and to perform related duties as required.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assumes responsibility for all personnel related services and activities including salary and benefits administration, workers' compensation, risk management, safety, training and development, employee relations, recruitment and selection, and related functions.
- Recommends and administers District benefits including health, dental, vision, retirement and deferred compensation.
- Ensures compliance with District policies and procedures and current employment laws, disciplinary actions, grievances and policy interpretation; interact with District legal counsel as necessary.
- Conducts employee orientation for new District personnel; works with management to correct employee deficiencies.
- Manages and facilitates benefit enrollments; coordinates with insurance representatives; serves as a liaison between employees and the insurance provider; follows-up on complaints and inquires.
- Ensures timelines of performance evaluations and merit step advances; conduct salary surveys; provides advice to employees, managers and supervisors on a variety of personnel related issues.

- Provides staff assistance to the General Manager; receives, reviews, processes and coordinates settlement of a variety of liability claims against the District including workers' compensation and general liability claims; develops and maintains an Emergency Response Plan for the District.
- Conducts internal and external claim investigations; interviews claimants and potential witnesses, physicians, District employees and other individuals to document facts and evaluate claims.
- Serves as the District's liaison in workers' compensation cases resulting in disability or modified light duty status; assists in modified light duty transition; monitors disability files to facilitate early return to work, controls costs and detects fraudulent claims.
- Coordinates claims disposition activities with District legal department; as necessary, provides testimony on claims which are litigated; attends and participates in workers' compensation or liability claims negotiations and settlement activities.
- Provides information to employees on the District's workers' compensation rules, regulations, policies and procedures.
- Administers safety policies and practices; participates in the development of safety education and safety training programs; conducts training sessions as required; evaluates operating procedures of high risk areas; identifies areas and make recommendations for improvements; implements recommendations and monitors effectiveness.
- Administers the preparation and maintenance of personnel files, and other personnel related documents.
- Participates in employee selection; directs, trains, develops, evaluates, and disciplines subordinate staff up to and including termination, subject to District policies and practices.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources management.
- Enters and retrieves data from computerized system; inputs and updates information on claims, notes, payments, reserves and related issues.
- Modifies, develops, and implements policies and procedures as needed to meet the operational needs of the District.
- Coordinates and collaborates with other functional departments to ensure the Human Resources Departments' goals and objectives are properly aligned with those of the District.

- Participates in District safety meetings.
- Performs other related duties, as assigned.

### **Qualifications**

#### ***Knowledge of:***

- Operational characteristics, services and activities of a personnel administration program.
- Principles of recruitment and selection including testing procedures and standards.
- Administration of employee compensation and benefits programs.
- Principles and practices of program development and administration.
- Principles and techniques of employee mediation and employee relations.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of Workers' compensation and general liability claims processing including investigation, evaluation and settlement.
- Principles and practices of health and safety programs and training needs.
- Safe work practices.

#### ***Ability to:***

- Plan, organize, administer, and coordinate a comprehensive Human Resources program for the District including salary and benefits administration, workers' compensation, risk management, safety, training and development, employee relations, recruitment and selection functions.
- Develop and administer goals, objectives and procedures.
- Interpret, apply and explain District policies and procedures related to Human Resources and Risk Management.
- Investigate, document, analyze and settle a variety of liability and workers' compensation claims.
- Assess safety and health program training needs; develop and deliver safety and health training programs.
- Provide advice to employees and managers regarding personnel issues; respond to and resolve issues and concerns from District employees.
- Prepare clear and concise administrative and technical reports.
- Maintain accurate and confidential employee records.
- Analyze problems, identify, recommend, and implement solutions.
- Interpret and apply federal, state and local policies, laws, and regulations.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.

- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

### **Minimum Qualifications**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

#### ***Education:***

A bachelor's degree from an accredited college or university in human resource management, business administration, public administration, or a closely related field; and

#### ***Experience:***

A minimum of five (5) years of progressively responsible professional experience in human resources management at a lead, supervisory or managerial level including two (2) years of risk management related safety training and claims adjusting responsibility. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).

### **Necessary Special Requirements**

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

### **Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***