



DEFINITION

Under administrative direction from the General Manager, plans, organizes, directs, and administers the District's Human Resources and Risk Management programs; plans, directs, and supervises professional, technical, and clerical support staff performing a variety of human resources activities; prepares the division's annual budget request, estimating staffing, materials, and equipment needs and monitors and controls program expenditures after budget adoption; prepares and presents staff reports to senior management and the Board of Directors; provides confidential advice and counsel to the Board, General Manager, and department and division managers on human resources and risk management issues; provides highly responsible staff assistance to the General Manager and Executive Team; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Human Resources & Risk Manager is a single-position, mid-level manager classification. Under administrative direction, within a framework of overall goals and objectives, the incumbent is responsible for planning, directing, and administering District-wide human resources and risk management programs and related activities. Programmatic responsibilities include recruitment and selection, classification, pay, and benefits administration, employee/labor relations, equal employment opportunity, employee training and development, workers compensation, and risk management. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.

This classification is distinguished from other managers within the District by the specific responsibility for administering District-wide human resources and risk management programs. This classification is distinguished from the General Manager in that the latter is the chief executive responsible for the effectiveness of all District operations and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops plans and implements goals and objectives for the Human Resources and Risk division; prepares and administers internal policies and procedures related to programmatic activities; interprets and explains personnel and risk management rules, laws, and regulations to managers, supervisors, and staff.
- Directs, oversees, and participates in the development and administration of the Human Resources and Risk division work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; manages the work of consultants hired by the District to provide assistance to the division.
- Plans, manages, and organizes human resources and risk management activities including recruitment and selection, classification, pay, benefits, and retirement system administration, maintenance of employee personnel files and related records, employee

training and development, risk management, insurance, Workers' Compensation administration, and workplace safety.

- Coordinates division activities with other departments, divisions, and outside agencies and organizations; provides confidential advice and counsel to senior and executive management, the Board of Directors, and other District Managers; prepares and presents staff reports to senior management and the Board of Directors.
- Prepares the annual budget request for the division; estimates staffing and equipment supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Interviews and hires new staff; plans and evaluates the performance of supervisors and staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing development.
- Manages the District's Worker's Compensation and property and liability insurance Programs, including claims management, leave tracking, and integration with provisions of MOU and Family Medical Leave Act and Cal OSHA reporting requirements; oversees the administration of workers compensation benefits and the employee wellness and health promotion programs.
- Manages investigation of damage claims against the District and directs job accident and injury investigations; coordinates outside investigations and works with the District's legal services on claims or legal actions; works with insurance brokers, agents, and companies to effectively manage the District's property, liability, and workers compensation insurance programs; processes insurance claims against the District as appropriate; communicates via telephone and correspondence with insurance agents, adjusters, attorneys, and claimants.
- Oversees District-wide training-related activities and assists departments by conducting training needs assessments and arranging for the provision of training through the use of internal or external resources.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in business administration, public administration or a related field; and six (6) years of progressively responsible human resource experience, including three (3) years of lead experience directing the work of others in the field and completion of at least 75% of the District's Leadership Skills Training Program. Supervisory experience strongly desired. One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

Knowledge, Skills, and Abilities:

Knowledge of: principles and practices of human resources administration; modern principles and practices of effective employee supervision, training, and personnel management; budget administration; techniques and methods of recruitment and selection, classification and job evaluation, pay and benefits administration and personnel record keeping; principles and practices of public sector collective bargaining, dispute resolution, and grievance procedures; pertinent federal and state laws and regulations governing employment and labor relations; employee health and safety laws and program administration; training techniques and methods; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, organize, and direct effective human resources and risk management programs having District-wide impact; plan, assign, and supervise the work of subordinate staff; analyze, interpret, and apply information, choose among alternative courses of action, and develop sound recommendations; understand and implement relevant laws, regulations, policies, and procedures; maintain detailed and accurate records; prepare clear and concise written reports; perform the essential duties of the job without causing harm to self or others. operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential duties of this classification are performed primarily in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; to frequently lift up to 20 pounds and occasionally up to 55 pounds; and to intermittently twist to reach equipment or supplies surrounding desk.

Revised: 09/14, 02/21

Approved: _____
Human Resources/Risk Manager