



DEFINITION

Under direction from the Manager of Administrative Services, plans, organizes, directs and administers the District's Human Resources and Risk Management programs; through a subordinate supervisor, 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 Manager of Administrative Services and the General Manager; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Human Resources & Risk Manager is a single-position, mid-level manager classification. With limited 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. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment to achieve overall goals and objectives of areas of responsibility.

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 Manager of Administrative Services in that the latter is a department head with overall responsibility for directing District-wide human resources; information technology and risk management services 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; and 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 and Workers' Compensation administration.

- Coordinates division activities with other departments, divisions and outside agencies and organizations; provides confidential advice and counsel to senior and executive management and 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; prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations.
- Manages the District's Worker's Compensation Program, 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; and 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 or public administration or a related field and five (5) years of full time responsible human resource experience, with at least two years of experience in a supervisory capacity.

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 practices

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of public sector collective bargaining, dispute resolution and grievance procedures; pertinent state and federal 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.

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; effectively operate a personal computer and other standard office equipment; proficiently utilize standard software programs including word processing, spreadsheet, database and presentation applications; communicate effectively, both orally and in writing; establish and maintain good working relationships with those contacted in the course of the work; and perform the essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California 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

Approved: 
Human Resources & Risk Manager