



CLASSIFICATION SPECIFICATION DIRECTOR OF HUMAN RESOURCES/ RISK MANAGEMENT

JOB SUMMARY:

Under general supervision of the City Manager, the Director of Human Resources/Risk Management oversees all operations of the Human Resources Department including risk management, recruitment and selection, performance management, employee and labor relations, classification and compensation, benefits, training, liability claims, and workers' compensation; develops and administers the department budget; serves as a member of the City's executive team; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Director of Human Resources/Risk Management reports directly to the City Manager and is responsible for the overall planning, organization, and administration of the Human Resources Department. This classification serves as a member of the City's executive team and participates actively in addressing issues of concern to the City, which, at times, may not have a direct impact on their area of specialization.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Directs all human resources related activities including recruitment and selection, performance management, employee and labor relations, classification and compensation, benefits, training, liability claims, and workers' compensation; develops and implements department goals, policies, and procedures; directs in establishing priorities for human resources and safety programs; and evaluates program effectiveness and develops improvements as needed.
- Develops and implements department policies and procedures; develops and administers the department budget; monitors and approves expenditures; makes adjustments to the budget as necessary; prepares department agenda items; and writes and presents staff reports to the City Council.
- Advises departments on organization, design, and staffing; serves as a liaison and coordinates testing and selection processes; administers employee benefit and retirement programs through contract administration and outside provider services; and oversees the maintenance of confidential records and files.
- Interprets provisions of the Civil Service Rules and Regulations, Administrative Policies, and Memoranda of Understanding; oversees workplace investigations; provides assistance and guidance to other departments in the use of and appropriate procedures to follow in taking disciplinary actions against employees; and consults with the City Manager, City Attorney, and department heads on matters related to complaints, grievances, and discipline.
- Initiates special studies for meet and confer; prepares cost analysis on negotiation proposals; directs the preparation of classification and compensation studies; prepares labor agreements; acts as an advisor to the City Council and City Manager on labor relations matters; and serves as a representative of the City Council in conducting negotiations with employee labor representatives.

- Plans, organizes, directs, and coordinates the City's risk management program; directs and manages the purchase of property, vehicle, casualty, liability, and workers' compensation insurance; and recommends coverages, deductible amounts, and retention levels.
- Coordinates and monitors the work of claims adjusters and attorneys representing the City; confers with managers and department heads to determine loss prevention and safety; works with the Citywide Safety Committee on loss control activities; and develops, improves, and contracts for the presentation of safety and training programs.
- Responds to and resolves the most complex human resources related issues; advises and provides assistance to the City Manager, department heads, other City employees, and the public regarding human resources or safety issues; and establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of human resources administration, federal and state laws, and rules and regulations relating to employment practices; methods and techniques of data collection, research, and report preparation; and organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to human resources; and City department policies and procedures.
- Operational characteristics, services, and activities of a comprehensive risk management program; risk management theory, principles, and practices and their application to a wide variety of program activities; insurance industry principles and practices; and accident prevention, loss control, and safety program management principles.
- Principles of financial analysis including financial terms and cost benefit analysis; principles and practices of municipal budget preparation and administration; and pertinent federal, state, and local laws, codes, and regulations.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative, and correctly interpret and apply risk management policies, safety procedures, laws, and regulations.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in human resources, business administration, public administration, or a closely related field.
- Seven years of increasingly responsible experience in Human Resources, with at least three years of experience in a supervisory or lead capacity.
- Local government experience is preferred.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Certification from the International Public Management Association for Human Resources (IPMA-SCP or IPMA-CP), Society for Human Resources Management (SHRM-SCP or SHRM-CP), or HR Certification Institute (SPHR or PHR) is desirable.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: October 18, 2018