



Deputy Human Resources Director/Risk Manager

Purpose of the role:

Under general direction of the Human Resources Director, plans, implements and monitors the City's risk management/loss prevention program in the areas of employee safety, public facility exposures liability and property loss. Acts in the absence of the Human Resources Director. Performs related duties as required.

Distinguishing Characteristics:

The Deputy Human Resources Manager is responsible for assisting with the management of human resources management programs and services for the City to achieve effective utilization and development of City staff, good morale and productivity, and effective communications between management and employees. Incumbents in this class are responsible for participating in developing and implementing the Division's goals and objectives and for planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence. This class differs from Senior Human Resources Analyst in that the incumbent assists the Human Resources Manager with overall Division management responsibilities and supervises professional, paraprofessional, and office support staff.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, implements and monitors a wide variety of programs designed to control the City's exposure to financial losses related to property, public liability exposure, and employee safety and health. Advises departments with regard to City-wide loss prevention goals, and in their implementation of programs related to the achievement of these goals; monitors the City's compliance with Federal and State safety regulations.
- Analyzes claims against the City to develop loss trends and implements programs to reduce losses; reviews, evaluates and maintains accident reports and liability claims and recommends needed action. Monitors claims reporting procedures to assure proper notification of City insurers and appropriate governmental agencies.
- Inspects City facilities and operations to detect existence of potential accident and health hazards; recommends corrective or preventive measures to reduce the City's potential risks and to bring the City into compliance with Occupational Safety and Health regulations.
- Assists in administering the insurance purchasing function for the City. Conducts complex analyses, writes reports recommending specific courses of action, and makes public presentations.
- Develops and coordinates an employee wellness program for the

City.

- Develops and administers the City's safety and risk management programs. Chairs the City Safety Committee.
- Performs a wide variety of complex analytical tasks in support of the following functions: employee benefits, liability, insurance, safety and workers' compensation.
- Negotiates benefit plan coverage with consultants, insurance brokers and carriers to ensure cost-effective coverage. Recommends benefit program changes based on studies and analyses.
- Administers and monitors the City's Workers' Compensation plan. Coordinates Workers' Compensation claims with, and serves as resource to, a third party administrator, City employees, applicant attorneys, and other attorneys. Provides recommendations for settlement on Workers' Compensation claims, provides input on cost containment and treatment plans, and represents the City at the Workers' Compensation Appeals Board. Serves as liaison to the City's occupational physician for work related exams, injuries, and related issues for employees.
- Assists in planning, organizing, controlling, integrating, and evaluating Human Resources Department activities and operations; participates in the development, implementation, and monitoring of long-term plans, goals, and objectives focused on achieving the office's mission and priorities; participates in the managing and directing the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Conducts training programs for managers and employees including training in policy and risk management-related issues; prepares training materials and presentations; prepares policies for presentation during training.
- Provides staff assistance to the Human Resources Director; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence; prepares written documents for City Manager and City Council approval.
- Maintains current knowledge of new trends and innovations in the field of risk management; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Acts in the absence of the Human Resources Director.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive risk management program.
- Theory, principles, practices, and techniques of public personnel administration including benefits administration, retirement, workers' compensation, risk management and safety program administration, applicable federal, state and local laws, regulations and court decisions.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Research methods and market analysis techniques.
- Principles of business letter writing and report preparation.
- City functions and associated human resources/risk management issues.

***Desired
Minimum
Qualifications:***

Ability to:

- Participate in the management of a comprehensive centralized risk management program.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of department goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in budget preparation and administration.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Exercise sound independent judgment and initiative within established guidelines.
- Exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations.
- Represent the City effectively in meetings.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations as well as court decisions governing the City's risk management program.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public or business administration, risk management, safety management, or a closely related field. Associate in Risk Management certification highly desirable.

**Education and
Experience
Guidelines:**

Experience:

Seven years of increasingly responsible professional risk management or human resources management experience including two years of supervisory, administrative, and/or project/program development and management experience. Experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting with some travel to attend meetings; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; interact with officials, City staff, representatives of employee organizations, applicants, other governmental officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/27/05

Date Revised: