



APRIL 2016  
FLSA: EXEMPT

## HUMAN RESOURCES & RISK ADMINISTRATOR

### **DEFINITION**

Under general direction, performs a variety of complex professional functions in support of the District's human resource and risk management programs, including recruitment and selection, labor and employee relations, classification and compensation analysis, benefit administration, training and development, workers' compensation, safety programs, performance evaluations, and payroll administration; ensures alignment between Human Resources goals and policies and the overall District mission; provides highly complex and responsible support to the Director of Finance and Administrative Services, General Manager, and other District management staff in areas of expertise; fosters cooperative working relationships among all departments and with outside and regulatory agencies; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Finance and Administrative Services. Exercises no direct supervision of staff but may provide technical and functional direction to other staff on a project or as-needed basis.

### **CLASS CHARACTERISTICS**

This is a single incumbent profession-level classification that oversees, directs, and participates in all activities of the Human Resources and Risk Management functions, including recruitment and selection, labor and employee relations, classification and compensation analysis, benefits administration, training and development, and the District's safety, health, and risk management programs. This class provides assistance to the Director of Finance and Administrative Services and the General Manager in a variety of professional, coordinative, and liaison capacities. The incumbent is accountable for accomplishing planning and operational goals and objectives within the assigned division, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, oversees, and personally performs the daily functions, operations, and activities of the Human Resources and Risk Management functions, including the administration of comprehensive benefits, recruitment and employee relations, and risk management including workers' compensation and safety programs.
- Consults with managers and supervisors on disciplinary and employee relations issues; assists in preparing relevant documentation; assists in the resolution of employee grievances, disputes, and policy interpretations; provides assistance to managers and supervisors in conducting involuntary terminations; reviews and approves employee evaluations to ensure policies and procedures are adhered to and applied consistently and fairly to all staff.

- Serves as the District's payroll administrator for all District employees and Board members; reviews and enters time records for each payroll cycle; calculates special payrolls for exiting employees; prepares pay period ending payroll reports for a variety of benefits; prepares federal and state pay period reports, quarterly payroll reports and annual reconciliations.
- Researches, analyzes, and makes recommendations regarding personnel policies and procedures and interpreting guidelines to managers and supervisors; reviews proposed or new legislation and regulations and makes recommendations for compliance.
- Organizes and participates in special programs; coordinates District special events including annual awards functions, retirement events, and other employee motivational events; works with outside consultants regarding personnel management and administration issues, including personnel manual updates; represents the District in local events.
- Coordinates with hiring managers or supervisors on all recruitment and selection activities; conducts all initial screening to develop final applicant list; prepares all job postings, advertisements, and other recruitment materials; coordinates open testing for field positions as necessary.
- Conducts job analysis studies; drafts new or revised job descriptions and makes recommendations based on analysis results; Conducts compensation studies; coordinates and assists in compensation and class studies with outside vendors; identifies new compensation trends.
- Evaluates current benefit offerings and potential needs of the District; collaborates and liaises with benefit brokers and service providers regarding improved costs and benefits to District; coordinates and administers District employee benefit programs including group life, medical, dental, and vision insurance, Section 125, COBRA administration, and deferred compensation programs; provides assistance and counsels employees regarding benefit programs.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures in responsible accounts including petty cash; evaluates and purchases a wide variety of supplies, including office supplies.
- Administers a variety of highly sensitive programs, including substance abuse programs, Department of Transportation Class "A" Driver's regulated random substance and alcohol testing, and leave of absence programs; coordinates accommodation meetings.
- Coordinates District training, development programs, and related projects with outside vendors and consultants; conducts training with District staff in human resources related topics; organizes quarterly staff meetings, open enrollment, and new employee orientation.
- Plans, develops and executes District health and safety programs and policies to prevent injury, occupational illness and damage to District property.
- Interprets and implements health and safety regulations from Cal/OSHA; represents the District in inspections and hearings conducted by Cal/OSHA and other regulatory agencies.
- Represents the District in meetings with members of the Board of Directors, members of boards committees, various governmental agencies, and a variety of public and private organizations.
- Attends and participates in professional group meetings; stays abreast of new laws, regulations, trends and innovations in the field of human resources; researches emerging products and enhancements that may affect operations; implements policy and procedural changes as required.
- Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection; job analysis and classification; compensation analysis and administration; and the interpretation of laws, regulations, policies, and procedures.
- Principles and practices of risk management in a public agency setting.
- Policies, procedures, practices, and methods related to workers' compensation and liability claim processing and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable federal, state, and local laws, codes and regulations concerning the operation of Human Resources and Risk and Safety.
- Principles and practices of accounting and payroll.
- Principles and practices of budget development and administration.
- District human resources policies and labor contract provisions.
- Recent and on-going developments, current literature, and sources of information related to the operations of human resources and risk and safety.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Review workers' compensation and insurance claim documents for completeness and accuracy.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, public or business administration, employee relations, industrial/organizational psychology, or a related field and three (3) years of increasingly responsible experience in human resources.

**Licenses and Certifications:**

- Possession of a valid Professional in Human Resources (PHR) issued from a valid human resources institution is desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.