



Human Resources/Risk Management Director

DEPARTMENT: Human Resources
Grade 55

CHARACTERISTICS OF THE CLASS:

The employee in this class is responsible for planning, budgeting, organizing, directing, and coordinating the City's personnel/risk management program. Under managerial direction of the City Manager's Office, directs and coordinates the City's Human Resources/Risk Management program, Training, and Employee Relations programs. The incumbent plans, organizes and directs the central Human Resources/Risk Management program to provide competent employees and to promote desirable and adequate conditions of employment in the City service. This employee is responsible for developing, implementing and administering the technical phases of the Human Resources/Risk Management program including recruitment, selection and placement, position classification, employee training, and employee relations. Work extends to providing technical supervision to subordinates as well as participating in the formulation and execution of broad City personnel/risk management policies. Work involves frequent contact with employees, departmental officials and other groups on matters relating to personnel/risk management administration. Work is reviewed through conferences, reports, observations, success of the program and new procedures developed and implemented to achieve established goals. Performs technical and administrative work in directing personnel/risk management and insurance programs. Work involves using a combination of risk techniques including elimination of risks, transfer of risks, assumption of risks, and other pertinent techniques to minimize costs, claims and accidental loss. The incumbent also supervises clerical subordinates who assist in various phases of the personnel/risk management process. Work is reviewed through conferences, written reports for adherence to established policies and results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Develops and interprets personnel/risk management policies; revises established personnel/risk management standards, procedures, forms and regulations, within policies established by the City Personnel and Merit system.
2. Directs all recruitment, selection and placement activities and employee orientation; directs and facilitates city-wide wage and classification studies; oversees all transactions and record keeping processes; provides technical assistance to subordinates when required; undertakes research and studies leading to reevaluation and improvement of the selection processes.
3. Investigates problems arising from reallocating positions, working conditions, disciplinary actions, and other employee relation issues as requested and in accordance with the City personnel/risk management policy.
4. Represents or assigns representation for the Division interests at grievance and arbitration hearings; directs labor relation activities; approves all changes in personnel status.

5. Works with the City Attorney, outside attorneys and outside agencies regarding discrimination claims, unemployment claims, and union matters.
6. Maintains files on all data pertaining to applicants, employees, personnel/risk management records and survey data relating to salaries and classification; administers the payroll function.
7. Coordinates all facets of entrance and promotional testing with outside providers; ensures security of all testing materials and performance evaluations.
8. Establishes and implements procedures to assure compliance of personnel/risk management regulations with Federal and State statutes relative to equal pay, working hours, age discrimination affirmative action provisions and other laws relating to Civil Rights and due process.
9. Reviews and revises total insurance program; develops, proposes, administers and audits insurance for workers' compensation, comprehensive general liability, automobile liability, property, fiduciary and casualty.
10. Supervises and monitors all liability claims; reviews claims in process, negotiates with claimants, attorneys, and insurance carriers; attempts to affect equitable settlement without litigation; approves all liability settlements.
11. Establishes and supervises an effective employee safety and loss prevention program.
12. Inspects City facilities, makes recommendations to reduce risks and eliminate hazards.
13. Reviews requests for proposals, bids and contracts for insurance, and indemnity provisions and exposure to loss for all City departments write specifications to obtain bids for City's insurance program; makes recommendation to eliminate or transfer risk of loss; analyzes and recommends insurance that provides the best possible coverage in the most cost-effective manner.
14. Responsible for coordinating the efforts of the City to comply with policies and procedures relating to persons with disabilities well as complying with state and federal laws relating to persons with disabilities.
15. Develops and administers personnel related programs including EAP and Drug-Free Workplace.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment of the position.

REQUIREMENTS:

A. Training and Experience

Employee must possess a bachelor's degree in Personnel Management, Risk Insurance Management, Business or Public Administration or in a related field from an accredited college or university. This must be supplemented by five (5) years of experience in Public Personnel Management and in Risk Management or Insurance including exposure to claims adjusting and

training; and/or experience in occupational safety and health. Additionally, must have five (5) years of experience at a supervisory level; or an equivalent combination of training and experience.

B. Skills, Knowledge, and Abilities

Extensive knowledge of the governmental organization and of the essential characteristics, educational and training requirements of a wide variety of positions common to the public service.

Extensive Knowledge of local, State and Federal laws, ordinances and regulations applicable to Personnel Management and of Career Service rules and regulations.

Ability to plan, organize and review the work of subordinate technical and supervisory personnel/risk management in a manner conducive to full performance.

Ability to establish effective working relationships with subordinates and City officials.

Ability to communicate effectively orally and in writing and to prepare comprehensive and coherent reports.

Ability to accomplish independent research and study for recommending improvements to the personnel program including on site investigations.

Ability to explain technical personnel practices and procedures in non-technical language including safety requirements and regulations.

Knowledge of insurance as it applies to workers' compensation, group medical coverage, comprehensive general liability and other municipal coverage.

Knowledge of Federal, State and local insurance laws, claim adjustment, self-funding insurance, assumption of risk and subrogation.

Knowledge of modern methods and techniques of accident prevention and safety equipment.

Knowledge of Federal, State and local safety laws and regulations and standards.

Knowledge of business and contractual law and financial analysis techniques.

Ability to analyze accidents from written reports and on-site investigations.

Ability to establish and implement policies and procedures.

Skill in the operation of office equipment.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 8, 9