



DECEMBER 2018
FLSA: EXEMPT

HUMAN RESOURCES & RISK MANAGER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under administrative direction, directs, manages, supervises, and coordinates assigned activities, operations, and programs within the Human Resources Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Human Resources; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Human Resources. Exercises direct and general supervision over assigned staff and is accountable for the results produced by the division.

CLASS CHARACTERISTICS

This is a division manager level classification. Incumbents in this classification are responsible for managing the activities, operations, and programs of the District's Human Resources Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent directs the day-to-day administrative functions and participates in short- and long-term planning for the Department. Successful performance of the work requires an extensive professional background as well as skill in coordinating divisional work with that of other District divisions, departments, and external agencies. This class is distinguished from the Director of Human Resources in that the latter has overall executive-level responsibility for all human resources, risk management, and employee relations programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes management responsibility for assigned Human Resources services and activities including classification and compensation, performance management, employee benefits, employee/labor relations, human resources information systems, employee development, recruitment, and employee services; administers negotiated labor contracts.
- Ensures the District's safety program and goals are implemented and carried out in the Human Resources and Risk Management Divisions.
- Assumes management responsibility for assigned Risk Management services and activities including comprehensive insurance programs, risk reduction, self-insured and self-administered liability, and workers' compensation claims programs.
- Develops, coordinates and manages district-wide safety and health programs, including emergency response, disaster preparedness, and security designed to prevent injury, occupational illness and

damage to property; occupational health services and wellness; and develops and recommends safety and health directives; solves district-wide safety and health issues that pose a risk to staff or operations.

- Manages and participates in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned programs; recommends and administers policies and procedures; establishes and maintains human resources and risk management standards district-wide.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Selects, trains, motivates, and directs human resources and risk management staff; evaluates and reviews work for acceptability and conformance with District standards; works with employees on performance issues and corrects deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees and participates in the development and administration of the Human Resources Department's annual budget; participates in the forecast of funds needed for staffing, employee development, benefits, equipment, materials, and supplies; develops and administers insurance, self-insurance retentions, property, workers' compensation, and disability budget items; analyzes variances and provides financial status; monitors and approves expenditures; implements adjustments.
- Investigates charges of alleged employment discrimination; represents the District with government agencies; attends hearings and produces documents supporting the District's position.
- Plans, directs, integrates, and reviews all aspects of risk management/loss control programs; identifies major areas of risk and risk control; evaluates alternative methods of risk financing; manages and monitors all property and liability claims.
- Oversees the review and approval of contracts for insurance; makes recommendations regarding contract revisions; interfaces with General Counsel on contract language; determines appropriate insurance coverage; markets, negotiates, and purchases casualty and property insurance coverage District-wide.
- Reviews property, casualty, workers' compensation, disability, and self-administered liability claims; monitors claim activity; interfaces with appropriate parties for claim resolution.
- Develops and conducts district-wide human resources and risk management training and education programs; provides District management and the Board with guidance and counsel on all matters having Human Resources and Risk Management impact; fosters an atmosphere of productivity and harmony.
- Advises and provides counsel to District management, staff, and the Board regarding status of state and federal legislation and regulations concerning human resources and risk management issues; provides assessment of compliance requirements and makes recommendations for updates.
- Provides staff assistance to the Director of Human Resources; prepares and presents staff reports and other necessary correspondence; prepares agenda reports for informational and action items.
- Oversees the development and submission of state-mandated and regulatory reports.
- Represents the Human Resources Department to other divisions, departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Participates on a variety of boards, commissions, and committees.
- Provides responsible staff assistance to the Director of Human Resources; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to risk management programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources, employee development, and risk management.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; negotiates and resolves sensitive and controversial issues.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of comprehensive human resources and risk management programs.
- Principles and practices of program development and administration.
- Principles and practices of generally accepted labor relations and negotiations. Advanced methods and techniques of conflict resolution and negotiation.
- Principles and practices of benefits and compensation administration.
- Principles, theories, and practices of risk management including risk identification, evaluation, loss prevention, and risk financing.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Labor law and collective bargaining trends.
- Investigative and analytical techniques, procedures, and requirements.
- Applicable federal, state, and local laws, codes, and regulations governing employment and workplace safety including, but not limited to, FLSA, ADA, ADEA, and FMLA.
- Rules, regulations, policies and procedures governing workplace safety including OSHA/Cal-OSHA standards.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- 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.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned divisions.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Manage and direct comprehensive human resources and risk management programs.
- Plan, organize, direct, and coordinate the work of supervisory, professional, technical and administrative personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively resolve conflict through workable solutions and alternative approaches.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Provide District management and Board with guidance and counsel on all matters having Human Resources and Risk Management impact.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret and explain Memoranda of Understanding (MOU) and human resources policies and procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures,

laws, rules, and regulations.

- Effectively represent the divisions, department, and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Ensure adherence to safe work practice and procedures in the workplace.
- 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.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCS&D.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in human resources, risk management, psychology, business or public administration, or a related field; AND
2. Eight (8) years of increasingly responsible work experience in human resource administration or risk management, including two (2) years of supervisory experience.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 10 pounds.

ENVIRONMENTAL ELEMENTS

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