

**CITY OF IRWINDALE**

**HUMAN RESOURCES/RISK MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Human Resources Department including classification and compensation, employment services, organizational development and training, labor relations, benefits administration, and risk management; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*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.*

1. Assumes management responsibility for assigned services and activities of the Human Resources Department including classification and compensation, employment services, organizational development and training, labor relations, benefits administration, and risk management.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for department staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Directs and manages all human resources functions and activities, including recruitment, staffing, and selection practices, classification and compensation, employee benefits, labor relations, and employee training and development.
8. Directs and manages all risk management functions and activities, including the purchase of property, vehicle, casualty, liability, and workers' compensation insurance; recommends coverages, deductible amounts, and retention levels.
9. Manages the City's claims defense and settlement process; coordinates the City's recovery actions in cases of negligence by a third party; coordinates and monitors the work of claims adjusters and

**CITY OF IRWINDALE**

**Human Resources/Risk Manager (Continued)**

attorneys representing the City.

10. Interprets provisions of the municipal code, personnel rules, and memoranda of understanding; consults with the City Manager, City Attorney, department directors, staff and others on matters related to interpretation as well as discipline, grievances, and other personnel matters.
11. Prepares and recommends revisions and amendments to ordinances and resolutions relating to human resources and risk management.
12. Represents the City in labor and management issues; acts as Chief Negotiator as assigned; initiates special studies for meet and confer purposes; drafts contract language; administers labor agreements.
13. Performs research and analysis and prepares reports, charts, tables, and presentations to provide the City with necessary risk management information; advises on the risk implications of proposed programs, contracts, facilities, and activities.
14. Serves as the liaison for the Human Resources Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resources programs, policies, and procedures as appropriate.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources and risk management; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

**QUALIFICATIONS**

*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 human resources and risk management program.

Principles, practices, and techniques of a human resources program, including labor relations, affirmative action, classification and compensation, recruitment, selection, performance evaluation and training, and risk management.

Claims processing, adjusting, and reporting techniques.

Principles and practices of public risk management, safety, workers' compensation, and general liability.

Office management and recordkeeping principles, methods, and procedures.

Principles and practices of program development and administration.

Recruitment and selection techniques and procedures.

CITY OF IRWINDALE

Human Resources/Risk Manager (*Continued*)

Disciplinary procedures and processes.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Oversee and participate in the management of a comprehensive human resources and risk management program.  
Oversee, direct, and coordinate the work of lower level staff.  
Select, supervise, train, and evaluate staff.  
Participate in the development and administration of division goals, objectives, and procedures.  
Prepare and administer budgets.  
Prepare clear and concise administrative and financial reports.  
Develop and improve training and safety programs.  
Identify and resolve various labor relations and risk management issues.  
Advise to advise City officials and employees on human resource and risk management programs and services.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Interpret and apply federal, state, and local policies, laws, and regulations.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *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 human resources, public administration, or a related field.

**Experience:**

Five years of increasingly responsible human resources experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Normal office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Incumbents require sufficient mobility to work in an office setting and operate office

**CITY OF IRWINDALE**

**Human Resources/Risk Manager (Continued)**

equipment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Date: November 2016

*Ralph Andersen & Associates*