

**ADMINISTRATIVE SERVICES DEPARTMENT  
HUMAN RESOURCES DIVISION  
HUMAN RESOURCES DIRECTOR/RISK MANAGER**

**GENERAL DUTIES:**

Under general direction of the Administrative Services Director, plans, organize, direct and participate in the implementation and administration of the City's Human Resources, labor relations, and Risk Management activities; serve as secretary to the City's Personnel Commission.

**GENERAL REQUIREMENTS:**

Personal appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance - Follows the policies, rules and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Plan, organize, supervise, and participate in the activities of the City's human resources programs, including recruitment and selection, classification and pay, labor relations, equal employment, risk management, and training.
2. Represent the City in contract negotiations with representatives of bargaining units, and work with employee representatives to foster positive employee relations.

3. Administer the City's risk management/risk avoidance program, including general liability and workers' compensation claims; represent the City at meetings with third party administrator.
4. Manage the City's benefits, health and safety programs.
5. Identify, plan, and coordinate staff development training for City employees.
6. Supervise and conduct classification and compensation studies.
7. Assign, review, coordinate and evaluate the work of Human Resources staff members; provide necessary training and guidance; take appropriate disciplinary actions.
8. Draft, recommend, and implement administrative policies and procedures related to Human Resources, labor relations, and Risk Management.
9. Administer, interpret and apply provisions of personnel policies and regulations, memoranda of understanding, and related policy documents.
10. Advise and assist managers on personnel and labor relations matters, including employment, disciplinary actions, grievances, and performance problems and evaluations.
11. Serve as staff to City Personnel Commission; prepare agendas and recommendations.
12. Supervise the preparation and maintenance of records and reports, including personnel files, required statistical reporting, and related documents.
13. Investigate allegations of sexual harassment, employment discrimination, and other policy violations; monitor the City's equal employment program.
14. Serve on internal and external committees, and represents the City in related professional areas.
15. Develop and assist in the development and implementation of goals, objectives, policies, priorities, and work standards.
16. Prepare and present reports, recommendations, and analyses.
17. Develop specifications, evaluate proposals, and recommend selection of consultants; monitors and administer consultant contracts.
18. Prepare and administer budget for Human Resources and Risk Management.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification and compensation, risk management, equal employment, safety, and training
2. Applicable federal and state laws, regulations, and practices relative to personnel administration
3. Principles and practices of organization, management, supervision, and budgeting
4. Principles and practices of public sector collective bargaining; various approaches to employee relations and interpersonal communication
5. Training needs assessment, planning, and coordination

**ABILITIES:** Ability to:

1. Supervise, direct, and participate in the full range of professional personnel staff work, including recruitment and selection, classification and compensation, risk management, and benefits administration
2. Plan, organize, supervise, review, and evaluate the work of others, and provide for their training and development
3. Develop, recommend, implement, interpret and apply policies, regulations, and provisions of memoranda of understanding
4. Represent the City effectively to employees, managers, bargaining unit representatives, elected officials, vendors, consultants, and members of the public
5. Deal constructively with conflict, and facilitate resolution of disputes
6. Communicate clearly and concisely, orally and in writing
7. Prepare and present effective reports, recommendations, and correspondence
8. Prepare and administer a division budget
9. Conduct and direct complex analyses, evaluate alternatives, and develop and implement sound recommendations.
10. Exercise sound professional judgment and work effectively with others to resolve personnel problems.
11. Establish and maintain effective working relationships with those contacted in the

performance of required duties.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Typewriter
8. Microfiche reader
9. Polaroid or digital camera
10. Automobile
11. Paper shredder or cutter
12. Specialized computer software

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time working at a computer or attending meetings
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, and automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc..
3. Noise Level: Conducive to office settings with phones, copiers, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during recruitment testing, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces at the testing or training sites.
4. Noise Level: Varying low to high equipment noise at testing or training sites such as the Fire Station and Corporation yard.
5. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle and/or outdoor equipment.
7. Dust or Fumes: Normal to high levels, associated with recruitment activities.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, paper shredder, or paper cutter. In addition, there is exposure to mechanical hazards when utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Education and experience equivalent to a Bachelor's Degree in public administration, human resources administration, business administration, political science, or a related field, and six years of professional-level experience in Human Resources management. An advanced degree in public administration is preferable and may be substituted for one year of the desired experience.
2. Computer literacy is highly desirable.

3. Pass a post-offer medical examination, which includes a drug test.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass a Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.

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