

CITY OF SAN JUAN CAPISTRANO

HUMAN RESOURCES AND 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.*

DEFINITION

To direct, manage, supervise and coordinate human resources and risk management activities and operations for the City including recruitment, selection, classification and compensation, benefits administration, workers' compensation, claims administration, liability, training, employee relations, labor negotiations, and employee safety; to ensure compliance with regulations governing human resource and risk management activities; to provide professional advice and rule interpretation to City departments and employees; and to provide highly responsible and complex administrative and management support in the field of human resources and risk management to the City Manager, executive, and other staff.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over lower level staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for the Personnel Division and oversees and coordinates human resources and risk management operations and activities for the City; monitors and ensures compliance with all regulations, rules, and guidelines governing human resources and risk management activities.
2. Develops, implements, administers, and/or recommends human resources and risk management policies and procedures; establishes departmental goals, objectives, and priorities; recommends appropriate service and staffing levels for the Department.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and work procedures; recommends and implements changes to improve operational efficiency.
4. Oversees and participates in the development and administration of the annual budget including forecasting funds needed for staffing, equipment, materials and supplies; monitors and authorizes expenditure.
5. Selects, trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Plans, directs, coordinates and reviews the work plan for staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
7. Negotiates labor agreements with associations and facilitates the resolution of sensitive and/or controversial human resource issues in conjunction with the City Attorney.

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Human Resources and Risk Manager (Continued)

8. Oversees and coordinates the City's recruitment and selection process; screens and recommends applicants for examination or interview; coordinates oral boards and participates in interview processes as required.
9. Oversees the administration of the City's benefits.
10. Coordinates and conducts employee orientation; assess training requirements for all City departments and oversees the delivery of city-wide employee training.
11. Administers and maintains the City's classification and compensation plan; conducts job analysis studies, salary, and benefit surveys; receives appeals and implements and/or recommends appropriate solutions.
12. Oversees and administers the City's workers' compensation, liability, and safety programs; reviews, processes and prepares workers' compensation documentation and related reports; coordinates with the City's workers' compensation service provider.
13. Liaises with City departments, divisions, and outside agencies regarding human resource and risk management services; provides advice and assistance to department heads, Assistant City Manager, and City Manager in negotiating and resolving sensitive and controversial employee issues and/or disciplinary matters.
14. Conducts a variety of organizational and operational studies and/or investigations; prepares and presents staff reports; recommends modifications to human resources and risk management programs, policies, procedures, and/or employee benefits.
15. Provides responsible staff assistance to the City Manager and serves on various boards, commissions and commission as assigned.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources administration.
17. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources and risk management.
- Federal and State regulations governing human resources and risk management operations and services.
- Employee relations and labor negotiation principles and practices.
- Principles and practices of recruitment and selection.
- Methods and techniques used in conducting oral boards and employee interviews.
- Classification principles and compensation analysis methods and techniques.
- Benefits and workers' compensation administration principles.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Skill in:

- Overseeing and managing municipal human resources and risk management operations, programs, and services.
- Developing and administering human resources plans, policies and procedures.
- Interpreting, applying, and ensuring compliance with regulations governing human resource and risk management activities.

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Human Resources and Risk Manager (*Continued*)

- Overseeing and coordinating the City's recruitment and selection process.
- Administering and maintaining the City's classification and compensation plan.
- Coordinating and administering employee benefits and workers' compensation programs.
- Providing advice and assistance to management personnel in resolving employee issues.
- Conducting studies and preparing and presenting a variety of administrative reports.
- Selecting, supervising, training, evaluating, and coordinating the work of assigned staff.
- Developing and administering budgets and monitoring expenditure.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience managing human resource operations, preferably in the public sector.

Training:

Equivalent to a Bachelor's Degree in human resources, organizational development, public administration, or related field. A Master's Degree and certification in human resources management are desired.