



## **CITY OF CALEXICO**

### **CLASS TITLE: HUMAN RESOURCES/RISK MANAGEMENT MANAGER**

**SALARY: \$6,753 - \$8,208**

**RANGE: G-55**

#### **BASIC FUNCTION:**

Under direction of the City Manager, plan, organize, control and direct the City's comprehensive centralized Human Resources, Employee-Employer Relations, and Risk Management programs; serve as technical consultant and advisor to executives, management, and employees; monitor and assure compliance with State and federal legislation, regulations, City policies, and Memorandum of Understanding related to assigned programs; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the activities, services and operations of the Department; allocate personnel and resources to optimize departmental efficiency and effectiveness.

Plan, organize and administer the comprehensive human resource program including recruitment, selection, placement, training, evaluation, benefits, classification and compensation, and organizational development.

Provide technical expertise to the City Council and City administrators regarding management, organization and human resources issues, problems and concerns; analyze technical data and prepare recommendations to improve systems and procedures.

Administer the employee-employer relations program; direct and oversee grievance and appeals procedures; counsel employees, supervisors and administrators regarding discipline, complaints, human resource practices and working conditions.

Meet and confer with bargaining units; participate in labor negotiations; resolve disputes concerning the interpretation of Memorandum of Understanding, personnel policies and rules.

Assure compliance with a variety of laws, codes, regulations and judicial directives related to employment, insurance and loss control; identify areas of non-compliance and initiate corrective action.

Supervise and evaluate the performance of assigned personnel; interview, select, counsel and discipline staff as appropriate.

Communicate with City administrators, insurance carriers, State and federal agencies, attorneys and others regarding human resources, risk management and employee-employer relations programs. Direct the activities of the insurance and loss control programs including worker's compensation, property damage and employee insurance.

Serve as the Privacy Officer for the City; assure confidentiality of confidential patient health care information; develop and implement policies and procedures related to confidential patient health care information; coordinate activities to limit the incidental use of protected health care information; document, investigate and respond to patient complaints regarding confidential health care information.

Determine employee training and development needs and coordinate personnel training and employee education programs.

Prepare, develop and control the annual departmental budget; approve and authorize expenditures in accordance with budgetary limitations and established City policies.

Maintain City-wide classification system to accurately describe the duties and employment standards for each position; direct and participate in salary surveys and analytical studies related to classification and compensation; conduct job analysis for reclassification requests.

Monitor and oversee recruitment, selection and evaluation procedures; assure consistency, fairness and compliance with established City policies; act as the City's Equal Employment Opportunity/Affirmative Action Officer and administer the City's affirmative action plan; investigate grievances involving City employees.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Direct the preparation of centralized human resource records and files; prepare narrative, statistical and oral reports for the City Council and regulatory agencies.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administration of comprehensive human resource program in a large public sector organization.

Principles of managerial analysis and organizational design.

Principles, practices, methods and terminology used in public human resource administration.

Insurance policies, laws and settlement procedures.

State and federal laws, codes and regulations concerning human resource administration including equal employment opportunity and affirmative action.

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Principles, techniques and methods of recruitment, selection, training, classification and compensation.

Loss control techniques and self-funding insurance programs.

Principles and techniques of labor relations.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training.

Budget preparation and control.

**ABILITY TO:**

Manage, direct, plan, organize, coordinate, and evaluate personnel operations, programs, functions and activities.

Research, analyze, review and interpret personnel laws, regulations, contracts, rules and court decisions.

Assure compliance with applicable laws, codes and regulations.

Formulate, develop and implement accident and liability prevention programs.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Train, supervise and evaluate the performance of assigned personnel.

Prepare and deliver oral presentations.

Establish and maintain effective relationships with others.

Attend evening meetings.

Observe health and safety rules and regulations.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelors degree in human resources, business or public administration or related field and five years of increasingly responsible experience in human resources, risk management and labor relations including two years of supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Desirable: PHR ca, PHR or SPHR

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment;

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Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and inspect work in progress.

Reaching to obtain files.

Standing and sitting for extended periods.