

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Human Resources Administrator and Risk Manager**
Department: Human Resources

FLSA Status: Exempt
Union Status: Non-represented
Updated: October 12, 2020

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION:

This is a management position responsible for performing a variety of complex administrative and professional work in overseeing all the city's personnel related services, programs, and systems, and in coordinating the city's safety and loss control activities.

SUPERVISION RECEIVED:

This is an appointed "at will" position under the direct supervision of the City Manager. Work is reviewed through personal conferences, group meetings, written and oral reports and an annual evaluation.

SUPERVISION EXERCISED:

None generally. May train or provide direction to other staff involved with human resources duties on a part-time or temporary basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here.

Develops, implements, and administers personnel related services and systems such as classification and compensation plans, employee benefits, employee recruitment, organizational orientation, interdepartmental training, and performance appraisal. Evaluates options and recommends changes when deemed desirable considering organizational needs or as directed by the City Manager.

Maintains official employee files, records and other confidential materials, including all personnel actions and insurance and retirement benefits. Works confidentially and with discretion.

Advises managers and supervisors about progressive, effective human resource policies.

Promotes compliance with and drafts proposed revisions to citywide employee rules and regulations.

Prepares reports relating to the Human Resources Program or as required by the City Manager.

Serves as primary contact with Washington Cities Insurance Authority (WCIA) and insures compliance with compact requirements.

Coordinates the city's safety and loss control activities and manages liability, property, and workers compensation insurance coverages and claims.

Maintains availability and serves as a confidential sounding board for all city employees concerning perceived problems in the workplace.

Assists in monthly payroll preparation.

Serves on city-wide Safety Committee and ensures compliance with safety and accident reporting requirements.

Conducts personnel studies such as classification analysis and salary/benefit surveys.

Participates in Collective Bargaining negotiations.

Monitors and advises city officials regarding compliance with federal and state personnel law and administrative regulations, including but not limited to AA/EEO, FLSA, FMLA, and ADA.

Consults with legal counsel and other professionals. Makes presentations and recommendations at city council and staff meetings.

Develops and follows personal work plan to accomplish assignments and objectives within available resources.

Prepares and monitors annual program budget.

Communicates policies and procedures to employees and the general public.

Plans and conducts new employee orientations.

Prepares employee separation records and conducts exit interviews.

Investigates accidents and claims and prepares reports with findings, conclusions, and recommendations.

Communicates with insurance authorities, carriers, and their agents.

Reviews contracts and agreements for language affecting risk management and loss control consideration and recommends revisions where appropriate.

Coordinates city's commercial drivers license drug and alcohol testing program.

Coordinates employee benefits programs and serves as liaison with outside agencies.

OTHER JOB FUNCTIONS

Maintains regular, reliable and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Effectively communicates orally and in writing using the English language.

Serves and participates as a member of the city's management group. As directed, may participate in various committees and community organizations.

Attends city council and other meetings, conferences and events as necessary, including meetings held before or after normal business hours. Travels within the city as well as out of town to conferences or training.

Must be readily available at all times to respond to problems and emergencies. May require long work hours, weekend work and extended stays at work, particularly in response to emergency events.

Follows all applicable safety rules and procedures.

Reviews professional literature and remains current on developments related to departmental issues and areas of responsibility.

Provides assistance as requested to the city's civil service commission.

Provides staff assistance, advice, and direction as needed to various employee committees dealing with personnel and risk related matters.

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the City Manager.

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from an accredited college or university with a degree in human resources, industrial relations, psychology, public or business administration, or a related field; and

A minimum of four (4) years of responsible work experience in a personnel or human resources capacity, preferably including experience with a public or service-oriented employer; and

Evidence of ongoing professional training and association (classes, seminars, conferences, certifications, etc.).

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. (Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis).

Must successfully satisfy a background investigation.

Knowledge Of:

Principles and practices of public service and personnel administration, including employee classification, compensation and benefits, recruitment and selection, employee supervision and development, and labor relations.

Legal basis of public personnel and risk management. Ability to interpret and apply policies, laws and regulations.

Working knowledge of risk management and safety and loss control principles and practices.

Skilled In:

Planning, implementing, administering, and evaluating personnel programs and systems.

Operating listed tools and/or equipment including extensive use of Microsoft products (Word, Excel, PowerPoint and Outlook).

Ability To:

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups. Work confidentially and with discretion.

Work independently with minimal staff support.

Establish and maintain filing and record keeping systems.

Maintain confidentiality when and where appropriate.

Perform the physical demands and essential duties and responsibilities described.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

A variety of standard office equipment including a personal computer, telephone, calculator, cellular telephone, fax, scanning and copy machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is often required to stand, walk, sit, view a computer for extended periods of time, use hands to finger, handle, or feel objects, tools or controls and talk and hear. Work involves sitting most of the time. The employee is occasionally required to reach above shoulders, bend horizontally and bend at the waist to file. Visits to construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions. Hand-eye coordination and manual dexterity is necessary to operate a computer keyboard, keep records, and utilize various pieces of office equipment. Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting and with frequent travel to other city offices and facilities. Occasional visits to other locations may be required. The noise level is generally that expected in a typical office environment, however higher noise levels may be encountered in association with construction or maintenance activities and equipment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (eg. copy machine toner), noise, traffic and vehicle hazards.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.