



CITY OF CHINO

Deputy Director of Human Resources/ Risk Management

Definition:

Under limited direction, assists the Director of Human Resources/Risk Management with the daily administration of Personnel operations; oversees the administration of employee benefits programs; and performs related work as assigned.

Class Characteristics:

This is a single position classification. The Personnel/Loss Control Manager is distinguished from other positions by the degree of knowledge and independence required to perform the assigned responsibilities and duties.

Essential Functions:

- Assist with the daily administration of Personnel operations; oversee the administration of employee benefits programs; conduct difficult/complex studies, make recommendations and implement policies and procedures; and handle a variety of sensitive and highly confidential matters.
- Take a lead role in the preparation of the Department budget, including gathering of data, verification of proposed costs and monitoring of adopted budget to assure department is working with approved funding levels.
- Prepare documentation for disciplinary actions; complaints, grievances, and requests for appeal hearings.
- Conduct investigations into allegations of violation of City policy, including improper activities, harassment and discrimination.
- Formulate ideas and methods for resolving issues; communicate City policy and employer-employee concerns to all parties in a tactful and responsible manner.
- Conduct and/or oversee salary and benefit surveys; perform analysis and provide oral and written recommendations regarding salary adjustments, reclassifications, reorganizations, and related matters.
- Assist in the administration of the risk management program, including workers' compensation, liability and other insurance programs.
- Review and analyze liability and work-related illness and injury claims.
- Make recommendations regarding claims handling and actions to reduce future loss exposure.
- Work closely with claims adjusters to develop claims management plan.
- Participate in the review of insurance plans and recommend coverage revisions.
- May serve as alternate delegate to joint power insurance authority for excess insurance coverage.
- Collect, organize, analyze, and interpret information relating to personnel and risk management programs.
- Develop innovative policies and procedures manuals.
- Assist the Director of Human Resources/Risk Management in attaining established City-wide and Department specific goals and objectives.

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- Implement plans related to safety program and employee training and development.
- Serve as Department representative at meetings and may lead or participate in discussions related to personnel or risk management issues.
- Provide administrative staff support with labor negotiations; participate in the administration of labor agreements.
- Direct the work of other Department staff in the execution of responsibilities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history.

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, personnel management, behavioral science, or a related field.
- Master's degree in a related field (desirable).

Experience:

- Three years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

Extensive knowledge of:

- Municipal administration.
- Budget preparation and monitoring.
- Computer applications in administrative functions.
- Management of workers' compensation claims and human resources administration.

Considerable knowledge of:

- Sources of information and agencies that may be utilized in conducting research and addressing human resources matters.
- Operations typical of a city human resources division.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

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Working knowledge of:

- Office management.
- Principles of supervision.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare and present complex reports.
- Select, train, supervise, and evaluate employees.
- Communicate effectively, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to City personnel operations.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

Special Requirements

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

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