



# DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT

Job Status: Exempt  
Date Adopted: 07-01-2021  
Date Modified: 03-16-2023

Safety Sensitive Position

*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.*

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## DEFINITION

Under general administrative direction, manages the Human Resources and Risk Management functions for the District. Develops and coordinates programs and policies related to recruitment, selection, position classification, compensation, employee relations, employee benefits, training, performance management, human resource information systems, and risk and safety management programs. The Director of Human Resources and Risk Management is responsible for interpreting existing and recommending new personnel policies and procedures; provides expert professional assistance and guidance to District management on human resource and other management matters; ensures effective and efficient high-quality work in the managed programs; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is an executive classification that oversees, directs, and participates in all activities of the Human Resources and Risk Management department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services; assists in executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include managing and integrating broad, comprehensive human resource and risk management programs and services for the District to achieve effective utilization and development of District staff, good morale and productivity, and effective communication between management and employees. This position reports directly to the General Manager/CEO and supervises support staff.

## SUPERVISION RECEIVED AND EXERCISED

Direction is received from the General Manager/CEO.

Direct supervision is provided to Risk Management Analyst, Safety Analyst, Human Resource Analyst, and Human Resources Specialist.

## ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### Essential Functions:

- I. Plans, organizes, controls, integrates, and evaluates the work of the Human Resources and Risk Management Department; directs and manages the work of staff supporting comprehensive program areas, which include recruitment, testing and selection, classification, compensation, employee relations, training and development, performance management, human resource information

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systems, and centralized employee records and databases; ensures programs are designed and administered to meet the District's needs.

2. Develops, implements, and administers comprehensive human resources systems, tools, programs, policies, guidelines, and procedures across all District departments, consistent with District, state, and federal requirements and sound professional principles and practices.
3. Provides expert advice to District executives, department managers, and supervisors on a wide range of human resource issues and practices including, but not limited to, disciplinary procedures/actions and hiring/termination decisions; facilitates and resolves conflicts; interprets District policies, procedures, and precedents for managers and employees.
4. Manages and directs the development, implementation, and evaluation of short- and long-term plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards focused on achieving the District's mission and assigned priorities.
5. Oversees the preparation and submission of the Department budget; manages the department's budget after adoption; approves expenses; approves budgetary adjustments as appropriate.
6. Oversees, manages, and supervises staff developing and implementing the District's risk and safety programs; develops and administratively supports the District's emergency management and disaster preparedness programs.
7. Manage the Workers' Compensation program, OSHA reporting, and tort claims analysis.
8. Directs the development and maintenance of comprehensive classification and compensation plans; reviews and approves classification and compensation program changes.
9. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
10. Plans, directs, and coordinates the Human Resources and Risk Management department's work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
11. Analyzes proposed state and federal law, regulations, and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
12. Within assigned areas of accountability, serves as the District's representative to professional, industry, and community groups and other agencies, organizations, and individuals.

### ***Essential Functions (continued):***

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13. Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
14. Performs related duties as assigned.
15. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
16. Regular attendance at the work site.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

#### **Human Resources Management**

Complex principles and practices of human resources management.

Complex principles and practices of personnel administration.

Principles and procedures of financial record keeping and reporting.

Principles of business letter writing and essential report preparation.

Modern office procedures, methods, and equipment, including computers.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

#### **Risk/Safety Management**

Risk Management and loss prevention principles, practices, theories, laws, and regulations.

Injury and Illness Prevention Program (SBI 98).

Workers' Compensation administration, policies, procedures, and regulations.

Training techniques.

### **Skills in:**

Operating a personal computer and related software.

Operating a digital camera and scanning equipment.

Dealing tactfully with people.

### **Ability to:**

Provide professional leadership in human resources management and professional/administrative support to managing safety/risk management programs.

Develop and implement risk and safety programs, including goals, objectives, policies, and procedures.

Oversee recruitment, selection, and training of new employees.

Develop and administer goals, objectives, and procedures.

Administer an assigned department budget.

Keep necessary records associated with the conduct of job recruitments.

Respond appropriately to inquiries from employees and job applicants.

Keep detailed and accurate records.

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Explain employee benefits issues to employees.

Maintain confidentiality.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

### REQUIRED QUALIFICATIONS

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

<b>Job Title</b>	<b>Director of Human Resources and Risk Management</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ten (10) years of progressively responsible human resource management experience, five (5) of which should be in a management capacity. Experience in a governmental or water industry is preferred.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Possession of a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, or a related field.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• Master's Degree in Human Resources Management, Business Administration, Public Administration, or a related field.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### **Environment:**

Standard office setting; frequent interaction with District staff and the general public.

#### **Physical:**

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

#### **Physical Demands and Working Environment (continued):**

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral

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communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered during work, some of whom may be demanding, dissatisfied, or upset.

### ***Physical Demands and Working Environment (continued):***

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in normal audio range with or without correction.