



CITY OF CHINO

Director of Human Resources/Risk Management

Definition:

Under administrative direction, plans, organizes, and directs a comprehensive human resources management program which will assist the City departments in attracting, retaining, training, developing, motivating, and rewarding productive employees; administers the City's workers' compensation and safety management programs; manages the City's liability insurance program; prepares the City-wide training and development program and assists with the implementation of the strategic plan; develops and implements departmental policies and procedures; develops and administers the Department budget; establishes and maintains liaison to City employees and the public; and performs related work as assigned.

Class Characteristics:

The Director of Human Resources/Risk Management is responsible for the development and administration of programs designed to address primary areas of City service and is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. This position must also function as a member of the City's management team and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

Essential Functions:

- Plan, direct, and coordinate the administration of the personnel program including recruitment, selection, classification, compensation, employee benefits, employee training and development, employee recognition, and grievance/discipline components.
- Plan, direct, and coordinate the administration of workers' compensation and safety programs.
- Plan for short and long-term goals and objectives for the Department and personnel management system.
- Meet with Department Directors and others to develop and make recommendations on both short-term and long-term goals and objectives.
- Develop and implement Department goals and objectives, policies and procedures; evaluate program effectiveness and develop improvements as needed; direct in establishing priorities for the human resources, workers' compensation, safety, liability insurance, and City-wide training and development programs.
- Develop and administer the Department budget.
- Make determinations and decisions in the most difficult problems or issues, or in those situations having an unusually significant effect upon human resources programs or on the relationships with City Council, operating departments, employee groups, or the general public.

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- Advise and otherwise provide assistance to the City Manager, other City staff and the public regarding human resources, workers' compensation, liability, training, safety issues; direct the conduct of studies and preparation of reports regarding human resources, workers' compensation, liability, training or safety management issues.
- Act as advisor to the City Council and City Manager on labor relations matters, administrative, and program decisions; assist in the formulation of labor negotiation policy; serve as the Chief Negotiator of the City Council in conducting negotiations with recognized employee representatives.
- Conduct or direct the conduct of administrative personnel studies of City departments as requested by the City Manager and prepare reports and recommendations.
- Represent the City, or delegate such authority, in relations with the community, local, state, and federal agencies, and professional organizations.
- Select Department employees; plan, organize, and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- 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. A typical example includes:

Education:

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

Experience:

- Five years of progressively responsible administrative experience in the field of personnel administration, including the functions of recruitment and selection, salary and benefits administration, liability insurance and workers' compensation programs, and employee relations.
- Five years of supervisory experience at the mid-management level or above.

Extensive knowledge of:

- Principles, practices, and techniques of public personnel administration, including methods of recruitment, selection, performance evaluation, training and development, employee relations, salary and benefits administration.
- Federal, state, and local laws, and rules and regulations regarding local government operations related to personnel and risk management functions.
- Risk management principles, methods, and procedures.
- Principles, practices, and techniques of management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and staffing.
- Responsibilities of human resources management system to management and employees.
- Programs and policies necessary to obtain a high performance workforce for a large employer.
- Current trends in personnel administration including recent court decisions and legislative developments.
- Principles and practices of business management including budgeting and office practices and control.
- Equal employment/affirmative action guidelines and policies.
- Principles and practices of supervision and disciplinary processes.

Thorough knowledge of:

- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications in a public agency.

Considerable knowledge of:

- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.

Ability to:

- Plan, organize, and coordinate human resources management program objectives with the general goals of the total organization and its various departments.
- Coordinate and initiate actions, implement decisions and recommendations.
- Interpret complex regulations, laws, and guidelines.
- Research, prepare, and present complex reports on a variety of subjects.
- Plan and enforce a balanced budget.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain effective relationships with the community at-large, the City Council, other City departments and public officials, public and private organizations and businesses, commissions/committees, and City staff.

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- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Select, train, supervise, and evaluate employees.
- Understand, explain, and apply policies and procedures.
- Develop comprehensive plans to meet future City needs/services.
- Deal tactfully and courteously with internal and external customers.
- Represent the Department and/or City effectively in a variety of meetings, including making presentations.
- Develop new policies impacting Department operations/procedures.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Interpret financial statements and cost accounting reports.

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; 12.

Link to description [here](#)

Employee Unit:

Executive Management

Revised: 10/03/06

Replacing Director of Human Resources classification specification dated 05/13/98.

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