



**Title: Human Resources/Risk Manager**  
**FLSA Status: Exempt**  
**Job Code: 113**

## **POSITION OVERVIEW**

This position will be responsible for coordinating, analyzing, and conducting personnel and risk management functions to ensure conformance with District policies, standards, and statutes; works closely with General Manager, Executive Leadership Team, and other parties.

## **OVERSIGHT**

**Supervision Received:** From the Executive Leadership Team and reports to the Chief Administrator Officer.

**Supervision Given:** None

## **ESSENTIAL FUNCTIONS**

- Plans, organizes, and completes human resources administration assignments and coordinates human resources and risk management programs, services, and records.
- Works closely with the Chief Administrative Officer in reviewing policies, procedures, and in resolving administrative and employee relations concerns.
- Administers recruiting, testing, and selection standards for District positions; participates in interviews and coordinates oral boards; maintains personnel files and confidential records.
- Coordinates employee and director orientation, open enrollment, and benefits plans; administers health and welfare plans; works closely with brokers and advisors to research and provide plan options to meet employee needs and control plan costs; initiates employee wellness activities.
- Conducts research and surveys related to employment, compensation, and benefits practices and provides results.
- Analyzes existing human resources policies and updates practices to be consistent with Federal and State laws and regulations, including reporting requirements.
- Coordinates District safety and risk management programs, including the administration of all property and liability insurance claims, workers compensation, and review of emergency preparation and response practices.
- Participates on the Wellness Committee to champion initiatives including the assessment, planning and implementation of wellness activities that will help the District employees to be aware, motivated, and skilled of their wellbeing.
- Meets with employees, supervisors, and managers to hear concerns, identify courses of

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action, and mediate conflicts involving employee relations.

- Administers District's performance evaluation program and coordinates training and development functions and operator certification records and reporting.
- Prepares and presents policy and procedure updates to board for review and approval.
- Administer and oversee the training and development needs of employees.
- Performs other related duties as assigned.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:** Fair employment, benefits, Workers' Compensation and general liability insurance laws, regulations, and requirements; personnel policies, practices, and insurance reporting requirements; employment, health and welfare benefits, paid time off, training, and safety programs; research and report writing methods; applicable Federal, State and local laws and regulations related to employment, benefits, and risk management; human resources and risk management records administration practices and privacy right protections; common Microsoft business computer applications such as Word, Excel, PowerPoint, Access, and the Internet.

**Ability to:** Coordinate and perform human resources and risk management functions and interpret related policies, programs, and practices; analyze human resources and risk management problems and recommend solutions; prepare and present reports and recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, applicants, management, vendors, contractors, consultants, the general public, and others; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation, and follow-through in managing assignments; comply with District policies and safety requirements.

## EDUCATION AND EXPERIENCE

The Human Resources/Risk Manager will possess a combination of education and experience equivalent to:

- Minimum of five (5) years of responsible, professional human resources and risk management experience is required, preferably including work in local government and with special districts.
- Bachelor's degree in Human Resources Management, or a related degree with a concentration/emphasis on human resources, is required.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. The work may occasionally lift supplies weighing up to 25 pounds.

Must be able to participate in job-related activities at times other than normal business hours, (i.e., evenings and weekends and at various locations).

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

### **Certificates**

- Prior educational coursework and training in Human Resources is required for this job classification. Ability to attain certification in Human Resources through a professional association or extension program such as SHRM or PHR is required within one (1) year of assignment to the job classification.

### **Licenses**

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

### **Registrations**

- None

This job description has been revised and approved by all levels of management.

<b>Approved by:</b>	Matthew Litchfield
<b>Date last modified:</b>	3/2/23
<b>Date approved:</b>	3/21/23

I have received, reviewed, and fully understand the job description for Human Resources/Risk Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.**