

City of Sand City
CLASS SPECIFICATION
Title: HR/Risk Manager
(October 2023)

Department: Administration
Report: City Manager
FLSA Status: Exempt
Salary: Annual salary range \$88,819.78-113,359.05

SUMMARY: Under general direction from the City Manager, plans, directs, and organizes all phases of the City's human resources program including labor relations, recruitment, classification and compensation, employee benefits, workers' compensation, safety, training, and employee relations; plans, directs, and manages the City's risk management program including insurance, vendor contracts, property claims management, and workers' compensation; performs a variety of technical financial duties in support of the Finance Manager; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as requested.

ESSENTIAL JOB FUNCTIONS:

Human Resources / Risk Management Related Duties

- Assumes management responsibility for all Human Resources programs, services, and activities, including risk management, occupational safety, worker's compensation, recruitment and selection, employee benefits administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, and general human resources administration. Works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages recruitment and selection processes that comply with all federal, state, and local laws and regulations; conducts interactive meetings with candidates requesting accommodation (ADA) in the testing process.
- Manages the City's training program, including mandated training, health and safety training, and supervisory training; maintains training records and implement new training delivery methods and training programs.
- Administers the City's grievance procedure, and equal employment opportunity program.
- Manages the meet and confer process with employee representatives; participates in the development of the City's position with respect to the meet and confer process; prepares and reviews contract language; and prepares handouts and agendas for City Council closed session meetings.
- Manages the classification and pay plan including conducting classification reviews, salary and benefit studies, and preparing job descriptions.
- Manages the employee benefits programs including medical, dental, vision, employee assistance, life & accidental death and dismemberment, long term disability, section 125, retirement, and COBRA.
- Oversees the City's risk management functions, including general liability, property, special events, and workers' compensation.

- Prepares and directs the preparation of a variety of written work including contracts, Memoranda of Understanding, MOU amendments, Requests for Proposals, letters, memoranda, staff reports, resolutions, ordinances.
- Analyzes laws, legislation, and requirements pertaining to public personnel administration, risk management, worker safety, employee benefits, employee leaves, and general human resources related issues; recommend policy and procedural changes to implement adopted legislation.
- Provides assistance and consultation to departments on safety issues and concerns and makes recommendations on safety improvements.
- Ensures compliance with Federal and State laws related to benefits and return to work including: Family Care and Medical Leave; Pregnancy Disability Leave; Workers' Compensation Leave; California Family Rights Act; and the Americans' with Disability Act.
- Responds to inquiries or complaints from regulatory agencies such as the Equal Opportunity Employment Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH).
- Responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Updates and maintains employee personnel files.
- Creates, maintains and coordinates new hire packets and separation packets.
- Updates employee benefit changes.
- Creates and processes personnel action forms .
- Maintains all listing of all vehicles and records additions and disposals.
- Oversees and processes City insurance renewals and renewal data.
- Processes workers' compensation forms, maintains confidential claim records, processes workers' compensation pay / vouchers.
- Prepares all required reports including annual CalPERS CERBT (OPEB).
- Payroll Processes, including calculation of overtime, processing step increases, and proper payment of incentive pay.
- Process all payroll and benefit related deductions including taxes, CalPERS, health insurance, 457 contributions, dues, and garnishments.
- Timely makes benefit and other payments including CalPERS employee retirement monthly reports and processing, CalPERS 457 employee monthly contributions, and other dues, health contributions, and wage garnishments.
- Manages employee leave accrual balances.
- Tracks monthly and annual employee overtime.
- Assists the Finance Manager in the performance of her duties which may include but are not limited to:
 - Performing accounts payable and receivable functions and bank reconciliation.
 - Creating fiscal reports, including state annual report, and monthly and quarterly fiscal reports.
 - Provide necessary financial information for annual budget preparation; performs data entry.
 - Assisting with City grants including managing ledgers, processing funds and expenses, and providing reports as required.
 - Managing contract files including updating ledgers, obtaining W-9s, maintaining contract binder, and updating contract renewal list.

- Managing City and Successor bank accounts including monthly reconciliations, posting of interest, monthly and quarterly balance reports.
- Working closely with auditors. Provides requested reports and data. Calculates and posts all year end journal entries.
- Manages fixed asset ledgers including fiscal year calculation and posting of annual depreciation.
- Creates invoices, tracks payments, and follows up on developer reimbursement of project engineering and building department expenses.
- Perform other accounting responsibilities.

Other Related Functions

- Performs general office support as necessary, including on occasion answering phones, and greeting walk-ins
- Supports special projects and/or special events sponsored by the City.
- Performs other related duties as assigned.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

- *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field, two (2) years of responsible professional accounting experience, OR
- Three years of increasingly responsible accounting or finance work experience; and
- One year of experience performing governmental accounting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Modern principles and practices of public administration and public budgeting/finance.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of business organization and public administration.

- Basic concepts for research and statistical analysis.
 - Modern office practices, procedures, software, and equipment.
 - Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
 - Create, maintain and manipulate basic spreadsheets and databases.
 - Interpret and apply a wide variety of rules, regulations, contracts, policies and procedures.
 - Collect and compile a wide variety of standardized data.
 - Apply fundamental concepts to practical applications.
 - Identify and obtain information from outside sources.
 - Reason logically, draw valid conclusions and make appropriate procedural recommendations.
 - Perform mathematical calculations with accuracy and speed.
 - Learn to utilize the City's financial system databases to extract and analyze data.
 - Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.
 - Understand and carry out a variety of complex instructions in a responsible and independent manner.
 - Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
 - Use English effectively to communicate in person, over the telephone, and in writing.
 - Establish and maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
 - Demonstrate initiative and exercise good judgment in the performance of duties.
 - Work independently and as a team member; recognize and set priorities and meet deadlines.
 - Observe safety principles and work in a safe manner.
 - Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
 - General principles of risk management related to the functions of the assigned area.
 - Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
 - Technical, legal, financial, and public relations problems associated with the management of human resources programs.
 - Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
 - Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance, and a safe driving record.

