

Truckee Donner Public Utility District
Job Description

Job Title: Human Resources/Risk Manager
Department: Administrative Services
Reports To: Administrative Services Director
FLSA Status: Exempt

Job Summary Under supervision of the Administrative Services Director manages all human resource functions at the District, evaluating, recommending and implementing management decisions and practices that directly affect or influence employees; oversees and manages the District's risk management, general insurance, worker's compensation and employee benefits programs.

Essential Duties and Responsibilities include the following.

(a) Manages the District's benefit programs, including retirement plans, medical plans, life insurance plans, and disability programs; provides information and assistance to all District personnel, including employees, retirees and Board members. Schedules and coordinates enrollment periods, presentations and training for all benefit programs.

(b) Proactively seeks feedback to improve service levels. Follows personnel policies and makes recommendations as needed; presenting appropriate recommendations and presentations to the Administrative Services Director and Board of Directors; communicates additions or changes to employees. Ability to work in a highly confidential environment.

(c) Follows current federal and state employment laws and legislation, and monitor trends in policies and procedures pertaining to personnel matters to ensure District compliance.

(d) Prepares, reviews, updates and maintains job descriptions for all District positions.

(e) Manages the employee wage program including preparation and administration of the wage and salary schedules for bargaining unit and unrepresented employees. Prepares and approves wage adjustments within the District's procedures and policies.

(f) Coordinates annual performance evaluations; assists and trains managers and supervisors on process, ensuring appropriate and timely employee ratings.

(g) Receives and processes employment applications, conducts testing, schedules interviews, administers pre-employment assessment and background screening; and may participate in interviews with managers and supervisors. Notifies candidates of hiring decisions and manages employment process.

(h) Responsible for the Employee Assistance, Wellness, and Safety Programs.

(i) Manages the FMCA commercial driving program including drug and alcohol testing program, maintaining required records and reports.

(j) Administers new employee orientation programs.(k) Maintains permanent personnel

and confidential medical records.

(l) Works directly with management in carrying out disciplinary and other personnel matters that is in compliance with labor laws, union contract, District Code and policies.

(m) May participates in union contract negotiations with selected management personnel; may organize and participate in the monthly Union/Management labor relations committee meetings. May develop and coordinate documentation for binding union communications.

(n) Plans, coordinates, and procures general liability, property, specialty, and workers compensation insurance policies; communicates with broker(s); makes purchasing recommendations to general management, makes presentations to the Board of Directors.

(o) Jointly manages the District's safety program and training plan. An advocate and steward for a strong Continuous Improvement and Safety Culture.

(p) In coordination with the Accounting Manager evaluates and manages claims against the District; files claims with insurance companies; monitors progress until claims are settled and closed.

(q) Oversees administration of employee safety and worker's compensation insurance program to minimize District risk and enhance employee safe work practices; monitors and assists employees with claim issues, long-term disability and retirement.

(r) Conducts informal and coordinates formal wage studies.

(r) Attend Board of Directors meetings and deliver presentations as needed.

(s) Performs other duties as assigned.

Supervisory Responsibilities

This position has no direct reports but may supervise employees assigned to human resources projects.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelors degree in Business Administration, Human Resource Management or a related field; five years of related work experience in human resources and risk management; or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position. Human Resource Professional certification is highly desired.

2. Knowledge of public sector employment and benefit laws and general human resource concepts; ability to communicate same to management.

3. Principles, practices and techniques of benefits administration and public sector risk management.
4. Ability to communicate effectively with management, employees, directors, customers, governmental agencies, and the general public.
4. Ability to resolve complex issues through research, investigation and interpretation of laws and existing documentation.
5. Maintain proficiency in the use of Microsoft Office programs such as Excel, Word, Power Point and Outlook.
6. Maintain proficiency in calculator applications, computer and keyboarding skills.
7. Required to have a valid Class C driver's license with a history acceptable to the District's insurance carrier.
8. A high degree of integrity and extreme tact are absolutely essential in working with employees and an ability to handle confidential information with judgment and discretion is a must.
9. Must be able to work with all District employees in the best interest of the District.
10. Ability to develop and effectively administer the policies, procedures, and practices of the District and to speak and make group presentations.
11. Skill in performing moderately complex mathematical computations such as addition, multiplication, division, ratios and percentages for wage and salary administration.
12. Self-starter who can develop ideas, propose plans and execute them on time and with a minimum amount of direct guidance and supervision.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee is frequently required to use their hands and fingers to handle or feel and to reach with their hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally be required to lift and/or move up to 25 pounds. Specific abilities required by this job include close vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in a typical office environment where the noise level is usually quiet, and the temperature and lighting are usually moderate. The employee has normal work hours; although, must be able to work after regular hours as needed.

Approved

Date