

ASSISTANT DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT**Purpose Statement**

The job of Assistant Director of Human Resources and Risk Management is done for the purpose/s of planning, organizing and directing personnel and risk management, including worker compensation, liability insurance, property insurance, employee health benefits; loss prevention programs and services; implementing student, visitor, and employee safety and security programs; providing information and serving as a resource to others; and achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to Assistant Superintendent of Human Resources or designee.

Essential Functions**Risk Management:**

- Assists with safety and security policies and procedures that will ensure an improved District environment
- Collaborates with internal and external personnel (e.g., SCV school districts, Sheriff's Department, City of Santa Clarita, administrators, nurses, community members, etc.) as it pertains to safety and security
- Directs and evaluates the risk management program of the district, including worker's compensation, liability insurance, property insurance, employee health benefits, student, visitor, and employee safety and security, emergency/disaster preparedness, in coordination with Federal and State regulatory agencies
- Meets with employee groups, insurance representatives, and others, to obtain and distribute information relating to loss control
- Mans the District Emergency Command Center
- Oversees District Health and Safety/IAQ and Insurance Committee meetings
- Performs research and analyzes data concerning past experience in worker's compensation, liability insurance, property insurance, employee health benefits, safety and security, and related programs for the purposes of determining actions necessary to reduce incidents and cost of such losses
- Processes claims against the district and originates claims on behalf of the District against public and private entities
- Remains current with legislation relating to risk management
- Supports the District's compliance with the Americans with Disabilities Act; serves as member of the Accommodations Committee

Personnel Services:

- Assists in implementation and enforcement of all District policies and administrative regulations related to employees of the District
- Assists in recruitment, selection, appointment, promotion, and salary placement of personnel
- Assists in the processing of grievances and resolution of employee complaints
- Collects data and prepares survey forms as requested by various governmental agencies
- Coordinates the administration of the employee evaluation procedures in alignment with appropriate collective bargaining agreement
- Investigates allegations of employee misconduct and complaints
- Participates in the development, recommendation of changes and/or additions to the District personnel program in accordance with Board policies and administrative rules and regulations
- Prepares orientation information/programs for all new staff personnel and participates in orientation meetings.
- Promotes positive employee/employer relations
- Provides guidance to site/department administrators regarding the evaluation process and documentation of employees under their supervision
- Supports the District's negotiations team

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; demonstrating professional demeanor, attitude and conduct; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; risk/loss trend analysis; risk management principles and practices; employee health benefits; California Worker Compensation; property and liability insurance; safety engineering; emergency preparedness; ham radio operation; and California Education Code and Law Code.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and

utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; emergency response 24 hours a day; assessing relevant areas of responsibility; directing risk management functions; preserving confidentiality; working as a member of a team; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Three (3) years job related experience, with increasing responsibility, in risk management and/or human resources or comparable public/private organization. Experience supervising employees is desirable.

Education (Minimum): High school diploma or equivalent. Bachelors degree in job-related area is highly desired.

Required Testing

None Specified

Certificates and Licenses

Safety and Risk Management Certification
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
Ham Radio License (desired)
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.