



CITY OF LA HABRA

SENIOR HUMAN RESOURCES/RISK MANAGEMENT ANALYST

ABOUT THE POSITION:

Under general supervision, the Senior Analyst performs highly technical and professional level management support functions in the daily administration of human resources services including the areas of: recruitment and selection; classification and compensation; benefit administration; labor and employee relations; and employee development. The Senior Analyst also performs professional level risk management services including the areas of: workers' compensation; claims administration: claims investigation and evaluation; provides training on risk management to City departments to minimize risk and safety exposures; oversees the Risk Management program including managing the safety committee, and assists with the City's participation in the risk Joint Power Authority (JPA). The Senior Analyst will also assist in enforcing personnel rules and regulations, and ensures compliance with Federal and State laws; and performs other tasks as required.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst differs from Senior Human Resources Analyst in that incumbents at the Senior level perform specialty assignments requiring only broad direction rather than general supervision and may act in a lead capacity over lower level professional and support staff. Senior Human Resources Analysts are responsible for specialized assignments that involve unique and/or highly analytical activities that require a broad human resources perspective; a high level of visibility, sensitivity, maturity, and diplomacy; and extensive technical knowledge combined with the ability to use this knowledge to anticipate and resolve issues and problems.

ESSENTIAL DUTIES: (Duties may include, but are not limited to, the following): *The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Participates in managing workers' compensation claims; coordinates claims with third party administrator; assists with the investigation of questionable cases; assists with and coordinates the return-to-work and ADA compliance programs and provides assistance and information to employees and others in this area; and leads the safety committee meetings.
- Conduct safety audits; provide safety and risk management training; develop, review, and analyze claims against the City, implement the City risk management programs designed to reduce the frequency and severity of losses

throughout the City; and analyze historical claims to identify patterns and develop policies and best practices to minimize loss.

- Manage all risk and insurance programs, including insured and self-insured programs; determine appropriate funding and reserve levels for risk and insurance programs; oversee the legal and contractual elements of risk and insurance programs.
- Provide training and assistance to City employees on risk policies and procedures, and processing Claims for Damages.
- Review certificates of insurance for coverage dates, liability coverage amounts, and additional related language to determine financial responsibility; and verify insurance requirements for contracts, permits, and vendors.
- Review and analyzes claims against the City with claims administrator for loss control and corrective action; manages activities of liability claims administrator to ensure effective claims processing.
- Assist in administering the City's Injury and Illness Prevention Program.
- Assist in the management and coordination of third-party administrators and legal counsel.
- Prepares agenda reports for City Council action.
- Coordinates and implements recruitment and selection activities including announcement development, application screening, and evaluation, examination selection and development, testing, and candidate certification.
- Conducts and implements classification, reclassification, and organizational studies; evaluates and determines appropriate classifications and structures; prepares written reports and recommendations; develops new and revises existing classification specifications.
- Conducts wage, salary and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; compiles data and prepares written reports including recommendations for action.
- Provides assistance and conducts investigations in regards to employee relations issues; consults with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provides information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.
- Assists with employer-employee labor negotiations with various bargaining units; conducts a variety of surveys to gather and compile information for negotiation purposes; compiles data and prepares various charts and graphs; calculates negotiated costs.
- Direct preparation and distribution of written and oral information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, and special employer sponsored activities.
- Oversee benefits programs. Evaluate services, coverage, and options available to employees and recommend benefit plan changes that best meet the needs of the organization.
- Administers the City's Drug and Alcohol Testing program, Department of Motor Vehicle (DMV) Pull Notice Program, and Commercial Driver's Licensing program.

- Write agenda reports and directives advising department managers of local, state and federal policy regarding equal employment opportunities, compensation, and employee benefits.
- Conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of human resource issues and topics; makes oral presentations as required; updates and revises written directives, rules, and regulations and various handbooks as appropriate.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources administration.
- Coordinates implementation of training programs with department heads.
- May supervise human resources staff.
- Performs other related duties as required.

QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of human resources administration.
- Labor and equal employment laws and employee relations techniques.
- Employee benefits administration, risk management, workers' compensation, tort/civil liability, property or casualty insurance, and/or self-insured program operations.
- Principles, systems and methods of position classification, wage and salary administration, recruitment, selection and training.
- State workers' compensation, occupational safety and health laws and regulations.
- Communication techniques required for gathering, evaluating and transmitting information including interviewing, counseling, instructing, directing group discussions, preparing and presenting of oral and written technical reports and research projects.
- Statistical measurements and recordkeeping methods and techniques
- Budget development and preparation.

Skill and Ability to:

- Work confidentially with discretion.
- Define problem areas, collect and evaluate data, define and select alternatives, draw conclusions and develop recommendations and develop plans to implement recommendations.
- Communicate effectively both orally and in writing and prepare and present written and oral information in a clear, concise and accurate manner.
- Gain cooperation and compliance with requests by speaking logically and clearly.
- Interpret rules and regulations, laws and policies and apply them in a variety of procedural situations.
- Establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies and the general public.

- Maintain moderately-complex department records, files and data.
- Perform assignments rapidly and accurately with considerable independence.
- Operate computer equipment and programs, such as Word, Excel and PowerPoint, and NEOGOV.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Bachelor's degree in Public Administration, Human Resources Administration, Risk Management, Business Administration or a closely related field.

Experience:

Four (4) years progressively-responsible specialized, risk management and human resources professional level experience including: classification, recruitment, selection, benefit administration, workers' compensation, risk management, wage and salary administration, or other major human resources functions and one (1) year of lead or supervisory experience. Public sector experience and/or possession of an Associate or Certificate in Risk Management is preferred.

CERTIFICATES OR LICENSES:

Must possess and maintain a valid California Class C driver's license, acceptable driving record, and evidence of insurance are required.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. The employee must be able to talk and hear. The employee must be able to use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms above the below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 20 pounds.

Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read, and interpret data. Thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and project concurrently; meet intense and changing deadlines given interruptions; and interact appropriately with staff, management, city officials, contractors, public and private representatives, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions where the noise levels are usually moderate, at or below 85 decibels. The employee attends council meetings, city events, and other functions on behalf of the city, including functions being held during evening and weekend hours.

SPECIAL CONDITIONS

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all La Habra city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

The City of La Habra is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

Established: 12-2022