



WORKING TITLE: RISK MANAGER AND HUMAN RESOURCES ANALYST	CLASSIFICATION: MANAGEMENT ANALYST
DEPARTMENT: ADMINISTRATION	DIVISION: HUMAN RESOURCES
PAY RANGE: NBYCM 20	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: FEBRUARY 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs technical and professional level management support functions in the daily administration of risk management and human resources services. Executes the County's risk management programs at the direction of the Human Resources Manager. Works with administration to manage active claims against the county. Conducts studies on complex management issues and prepares relevant reports. Provides consultation, direction, and support to management. Assists in enforcing personnel rules and regulations, and ensures compliance with Federal and State laws. Provides personnel services to county employees, including but not limited to recruitment and selection, promotions, transfers, contract negotiation and administration, affirmative action/EEO compliance, job classification, and employee relations in accordance with management principles and overall objectives of the organization. Serves as a link between organization's management and its employees. Performs other tasks as required by the Human Resources Manager.

SUPERVISION RECEIVED:

Works under the supervision of Human Resources Manager who assigns work, reviews performance and measures results; expected to exercise a high level of independence combined with professional judgment related to established policy, procedures and guidelines.

SUPERVISION EXERCISED:

Supervision of other employees is typically not a responsibility of position. However, in the absence of the Human Resources Manager may be assigned the managers' responsibilities on a temporary basis.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Identifies, evaluates, and consults with departments on exposures to potential loss and risk.
- Develops long-range objectives regarding risk programs in conjunction with the risk team; and evaluates and revises internal processes to reduce costs and increase efficiency.
- Researches and prepares analysis on legislation, regulations and law changes to determine effect on risk management systems and practices.

Management Analyst (Human Resources)

- Serves as a liaison between internal Risk Management/Legal department and insurance brokers, carriers, and third party administrators.
- Assists in identifying, developing, coordinating and delivering training programs on risk management related topics.
- Assists with the development, revision, and update of countywide policies and procedures, while also serving as a resource to consult on department-level policy development and updates.
- Reviews and analyzes data to identify countywide and department trends. Prepares detailed data analysis, reports, and recommendations. Works with the County Administrator to provide guidance to department heads and elected officials on the integration of risk management practices into county operations.
- Reviews, updates, and provides instructions for completing claim forms and accident reporting forms. Reviews, processes, and monitors the status of submitted claims, to include workers compensation, property, liability, and auto.
- Creates and prepares special reports as requested by human resources manager.
- Participates in progressive discipline, due process and/or layoff meetings as human resources representative as requested.
- Serves as a member of task forces, committees, and interview panels as required.
- Coordinates, prepares and conducts employee orientation as required.
- Monitors labor contracts; reviews and evaluates policies and procedures and recommends changes.
- Provides general information to employees, other departments, and agencies regarding personnel rules, collective bargaining agreements, protected leave, ADA, human resources best practices, federal and state regulations and other information as required. Refers complex, in-depth questions, analysis, and support to human resources manager.
- Mediates disputes and assists in conflict resolution; advises management in corrective action and performance management.
- Represents the county to union representatives, attorneys and arbitrators; works with managers and the unions to resolve problems.
- Monitors legislative action reports, bills and new legislation affecting the county; provides advice to the human resources manager; works closely with human resources staff to ensure that they are updated in regards to employment and labor law changes and trends.
- Participates in county committees and groups as designated by the human resources manager.
- Other activities as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Government organization and procedures.
- Principles of risk management.
- Federal, state, and local laws, codes and regulations impacting risk administration.
- Managing insurance and claims matters.
- Planning and organizing a variety of risk management activities.

Management Analyst (Human Resources)

SKILL IN:

- Data entry.
- Writing clear and concise documents.
- Interpreting insurance documents and application of statutes.
- Analyzing and resolving problems in a logical manner.

ABILITY TO:

- Present ideas and recommendations effectively, both orally and in written form.
- Collect, analyze, and evaluate large quantities of data and reach logical conclusions.
- Effectively prepare and present accurate reports.
- Establish and maintain effective working relationships.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Use initiative and judgement in completing tasks and responsibilities.
- Work independently and manage time efficiently.
- Be thorough and dependable.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a 4-year college or university with major course work in human resources, organizational development, risk management, public administration, business administration or a related field; AND two (2) years of increasingly responsible, specialized, complex, risk management and human resources professional level experience related to the position; OR Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

PREFERENCES:

- Candidates who are HRCI certified as a Professional in Human Resources (PHR).
- Candidates with experience in a public sector environment.
- Candidates in possession of an Associate or Certificate in Risk Management

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to meetings and trainings, some of which may require overnight stays. Incumbent may encounter frequent interruptions throughout the work day.

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The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.