



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCE/RISK MANAGER ADMINISTRATION

FLSA Status:	Non-Exempt
Department:	Administration
Union Representation:	Non-Represented

GENERAL POSITION SUMMARY:

The Human Resource/Risk Manager performs a variety of administrative and technical Human Resource and Risk Management duties and provides administrative support to the City Manager. Typical tasking includes but is not limited to supervisory support to the Human Resource Coordinator, recruitment, retention, employee relations, personnel issues, EEO/ADA/FMLA/OFLA compliance, policy and procedure development, assisting with labor negotiations, insurance renewals, manage City DEI (diversity, equity, and inclusion) program and the City's Risk Management portfolio. Must have a connection with the community. Work is generally of critical, sensitive, or confidential nature.

The Human Resource/Risk Manager position is classified as a confidential employee to the City Manager.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES:

The tasks listed below are intended to assist in understanding the role, it is not an exhaustive list. An employee in this classification may be asked to perform any of the tasks listed; however, these examples do not include all tasks an employee may be expected to perform.

- Has independent administrative responsibility for a function, a project, a unit within a department, or for a total technical/professional function.
- Supervises Human Resource Coordinator.
- Coordinates the recruitment process, candidate communication, and the interview process, and maintains related files. Coordinates onboarding of newly hired employees.
- Researches, responds to, or refers employee's questions regarding personnel policies and procedures, and union contracts.
- Maintains thorough knowledge of the laws related to Human Resources including but not limited to: FMLA, OFLA, ERISA, ADA, Paid Leave Oregon, Wage and Hour, and Due Process requirements.
- Tracks employment related legal updates to ensure appropriate policies and practices are in place, existing policies and practices remain legally compliant, and new/changed policies are communicated to the workforce.
- Maintains thorough knowledge of Human Resources and Risk Management best practices and

implements or timely communicates them to the City Manager as appropriate to mitigate risk related to human resource practices.

- Coordinates Human Resources and Risk related training by tracking requirements, providing announcements, providing direction, and tracking completion using rosters, certificates, or other media. May assist in development of training materials.
- Coordinates and/or conducts employment-related investigations and maintains associated documents and files.
- Fields and resolves or assists in resolution of employee complaints. Advises and assists department heads in implementation of disciplinary policies.
- Manages City DEI (diversity, equity, and inclusion) Program.
- Works with CIS and Insurance Agent regarding accidents, etc.
- Manages the City's Risk Management portfolio. Includes but not limited to insurance renewals for Fleet, Facilities, Property, and Personnel. Update policies such as Personnel, Fleet, Cyber Security, and Fraud annually, serves as Safety Committee Chair, and all tasks related to OSHA/CIS requirements.
- Performs routine clerical and administrative work, such as answering phones, assisting customers, drafting letters, and filing.
- Manages, coordinates, or assists with special projects as assigned.
- Establishes and maintains positive working relations with coworkers, management, elected officials, and the general public.
- Provides administrative support to the City Manager.
- Other tasks as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Public Administration, or a related field; and 5-years of experience related to the listed job functions; or any combination of education and experience that tends to exhibit proficiency in the listed functions and responsibilities.
- Professional in Human Resources certification is strongly preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Broad knowledge of the laws, regulations, and practices associated with public sector Human Resources.
- Ability to analyze a variety of Human Resources issues and make sound recommendations.
- Ability to work independently with minimal supervision and direction.
- Ability to establish and maintain cooperative working relationships and communicate effectively in both verbal and written form.
- Ability to appropriately manage competing priorities and meet unalterable timelines.

SPECIAL REQUIREMENTS

- Must be able to pass background and security clearance standards including reference check, criminal history check, and satisfactory driving record.
- Must have or be able to obtain a valid driver's license within 30 days of hire.

SUPERVISION RECEIVED:

The Human Resource/Risk Manager will be under direct supervision of the City Manager.

SUPERVISORY RESPONSIBILITY:

The Human Resource/Risk Manager will oversee the Human Resource Coordinator.

PHYSICAL AND MENTAL DEMANDS:

Frequent repetitive motions including, but not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, and seeing.

Sedentary Work: Exerting up to twenty-five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitations.

WORK ENVIRONMENT:

The work environment is primarily a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position.

This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.

Approved By:


Dan Huff, City Manager

6-12-23
Date