

JOB DESCRIPTION

JOB TITLE: Human Resources Analyst - Risk

JOB NO: PM080212

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

The Risk Analyst is responsible for performing a variety of duties related to the functions of Risk Management and HR, as assigned, including risk management, safety, wellness, and training; will provide general support to the Risk and Human Resources staff; and will assist citizens and City employees with Risk and HR related matters.

SUPERVISION

General supervision is provided by the Risk Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
 - *Risk* – Performs risk analysis duties in order to maintain maximum protection of the organization's assets. Assists in the investigation of incidents that may result in asset loss and compiles findings in reports for further review. Assists the Risk Manager in developing accident prevention programs. Coordinates safety and risk management training/education opportunities with supervisors and employees.
 - *Information Systems* – Research and recommend utilization of technology to make operations more efficient and effective; monitor and make recommendations to HR's data on the City's intranet and internet sites.
 - *Training* – Coordinate and conduct training programs to facilitate employee development; analyze city training needs and coordinate training sessions and programs to meet those needs. Prepare fliers, handouts, and other materials to promote training classes; prepare training materials for use in facilitating training retention. Maintain records on training program attendance; develop and maintain relationships with training vendors.
 - *Wellness* – May assist in the coordination and development of a comprehensive wellness program for the City of Mesquite.
2. Prepare, analyze and evaluate a variety of Risk and HR data for presentation to City departments and Risk and HR staff.
3. Analyze the various functions of Risk and HR and make recommendations to improve the effectiveness and efficiency of Risk and HR operations.
4. Compose, prepare and review a variety of reports, memorandums, presentations and documents as assigned; distribute reports for review and use by Risk and HR staff.
5. Provide Risk and HR information and assistance to managers, employees and the general public.

6. Keep abreast of the latest developments in the Risk and HR fields.
7. Work as a cooperative and supportive member of the Risk and HR team.
8. Drive to and from destinations as assigned by Supervisor.
9. Provide the best possible customer service to the general public and employees.

OTHER DUTIES AND RESPONSIBILITIES

1. Schedule and participate in various activities, operations, projects and meetings as assigned.
2. Prepare and present information and reports in formal staff and committee meetings.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university in Risk Management, Human Resources or Business Administration or related field.

EXPERIENCE

None required.

LICENSES AND CERTIFICATES

Must have a valid driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Commonly used property/casualty insurance terms, concepts, practices and procedures.

Principles, theory and practices of the various functions of Risk and HR management.

Statistical procedures used in Risk and HR.

Pertinent federal, state and local laws, codes and regulations pertaining to Risk and HR management.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computer and related equipment.

Various types of software packages and their applications, including Microsoft Word, Excel, PowerPoint, Access, Outlook, and Internet Explorer.

English usage, spelling, grammar and punctuation.

Advanced business letter writing and report preparation.

Skill in:

Preparing reports, graphs and spreadsheets.

Performing analysis on a wide variety of HR related issues.

Operating a variety of office equipment including computers.

Ability to:

Tactfully respond to requests and inquiries from managers, employees and the general public.

Perform assignments as directed and in a timely fashion.

Conduct advanced research regarding a variety of topics.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Assist co-workers as needed on a variety of assignments.

Maintain positive relationships among co-workers.

Maintain the confidentiality of information.

Organize work for appropriate and timely completion.

Effectively organize time, information and data.

Compose, prepare and review a variety of specialized correspondence and reports.

Work independently in the absence of supervision.

Consistently report for work "on time" and work hours as required.

Communicate clearly and concisely, both orally and in writing.

Identify issues and effectively problem solve.

Insure operational processes are efficient.

Maintain a record of consistent attendance.

Pass a medical physical examination and drug test.

Meet the City's driving standard.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *frequently required to stand, sit, and walk for extended periods of time*
- *occasionally lift and carry objects weighing up to 24 lbs.*

Director of Human Resources

Date

DATE ISSUED: December 2005

REVISION DATE: April 2010