Trindel Insurance Fund

Senior Human Resources Consultant

Job Description

DEFINITION

The Senior Human Resources Consultant, under the general supervision of the Trindel Insurance Fund Executive Director and the Director of Loss Prevention Programs, provides support and assistance to the member counties for their occupational safety, property and liability loss prevention programs.

The Senior Human Resources Consultant accomplishes this by serving as a consultant to member counties to analyze the specific human resources needs for each member county. The Senior Human Resources Consultant working in cooperation and collaboration with the member county Risk Manager and other appropriate staff members makes program and training recommendations to meet those needs.

ESSENTIAL DUTIES (*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*):

- Perform research and analysis and recommends human resource/personnel and loss prevention policies, practices and procedures for member counties.
- Collaborate and consult with member county supervisors and employees to develop effective human resource/personnel practices for member counties.
- In coordination with Executive Director and/or Director of Loss Prevention Programs develop, write and present HR and loss prevention training curriculum.
- Plan, promote, and implement effective human resource/personnel programs.
- Provide and/or conduct human resources training for member county staff.
- Assist member counties with human resource audits and HR process inspections.
- Provide written recommendations for corrective actions of identified risks within member counties.

- Assist member counties investigations of a human resource/personnel nature.

- Respond to requests from member counties for assistance either by phone, electronic mail or site-visit.

- Drive self to member county locations as necessary.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- **Abilities required for the essential duties:**

- Excellent interpersonal and organizational communication skills

- Excellent public speaking skills

- Excellent writing skills

- Ability to develop, write and present human resource and loss prevention training curriculum.

Skills required for the essential duties:

- A working knowledge of common computer word processing, spreadsheet and presentation software (MS Word, MS Excel, MS Power Point, etc.),

- General knowledge and understanding of local government structure and process,

- Working knowledge of California and Federal employment law and public sector HR/Personnel policies and regulations

- Thorough knowledge of current human resources practices and policies

- Thorough knowledge and experience in use of various instructional techniques,

- Thorough knowledge of effective investigation techniques and methodologies,

- Basic knowledge of ADA/FSLA/

Education & Experience required for the essential duties:

- Must have a BA in related field
- Five (5) or more years in Human Resources management or closely related field

- Possession of or ability to obtain by the time of appointment, a valid California class C driver's license.
- Recommendation:
    - Hold professional designation as Professional in Human Resources (PHR or SPHR) from the Society for Human Resource Management (SHRM)
- Recommended Professional Memberships
    - Society for Human Resource Management
    - American Society or Training and Development

    - Work indoors and outdoors in a variety of locations and environmental conditions including heat, rain and snow.

Drive for extended periods of time to remote locations.

Ability to squat, stoop, bend crawl, push, pull and climb when conducting training, audits, inspections and investigations.