

**Village of Wauconda  
Job Description**

JOB TITLE: Director of Human Resources and Risk Management

DEPARTMENT: Finance

CLASSIFICATION: Full Time Exempt

IMMEDIATE SUPERVISOR: Village Administrator

SUMMARY:

The Director of Human Resources and Risk Management provides human resources, safety, training and risk management activities in support of Village of Wauconda. The Director of Human Resources and Risk Management performs inspections, maintains files as required and supports all activities for the Village providing risk management support, guidance and council as required. This position serves as principal liaison with the Illinois Municipal League Risk Management Agency (IMLRMA) for the Village. This position requires preparation for periodic risk management evaluations, ensuring compliance and maintenance of accreditation with that organization. The position is responsible for Human Resource management for the Village. This position serves as committee chair for safety committees, participates in other committees, functions or actions as specified by the Village Administrator or the Mayor.

QUALIFICATIONS:

The position requires a minimum of two years experience in public safety, public administration or Human Resource Management with demonstrated experience in risk management programs.

SPECIAL REQUIREMENTS:

Must be able to pass a detailed background investigation with the Illinois State Police, a medical physical to meet the stated demands of the position, have an acceptable driving record and no evidence of misuse or use of illegal substances or drugs. Must submit and be able to successfully show acceptable results as evidenced by a credit check of personal finance history.

EDUCATION AND EXPERIENCE:

A bachelor's degree in Occupational Safety, Public Administration or Human Resource Administration from an accredited four-year college or university. Master's degree or substantial experience participating or leading a risk management function in a public setting, or any combination of skills and experience that satisfies the position requirements.

HOURS:

As specified by the Village Administrator.

DUTIES:

**Essential Functions:**

1. Provides Human Resource Management activities in support of the Village of Wauconda.
2. Plans, executes HR support for operations.
3. Provides administrative support for the Police and Fire Commission, to include recording minutes, publishing notices, assisting in exams and establishment of hiring and promotional lists.

4. Serve as the Ethics Officer in an appointed position capacity for the Village.
5. Negotiates benefit programs and works with insurance carriers to provide service to Village employees.
6. Provides support, service and advice on employee relation issues to include work with the four bargaining units in the Village.
7. Makes recommendations, reviews and rewrites, updates personnel policy revisions as required by Federal and State Law.
8. Manages hiring process from justification of position, advertising, screening applicants, arranging for and participating in the interview process and executing hiring decisions.
9. Assists the appointed Trustee Chairperson for the License and Administration Committee as required for personnel matters presented to the Village Board of Trustees.
10. Conducts salary studies, benefit comparisons and other benefit recommendations as required.
11. Assists Village Administrator in determining salary adjustments and schedules.
12. Manages and publicizes employee relations morale oriented events to include employee recognition for service and performance.
13. Processes worker compensation claims.
14. Processes claims and complaints made against the Village.
15. Assists as required in negotiating with bargaining units.
16. Assists department directors in the progressive discipline process.
17. Participates in all labor management meetings between the Village and Collective Bargaining Units.
18. Communicates matters of importance to the leadership in both organizations on matters of employee relations and safety.
19. Maintains records and files relating to human resources, personnel, safety and risk management.
20. Identifies training opportunities that improve performance and increase efficiencies to include better customer service.
21. Recommends and implements safety related improvements and efficiency measures.
22. Develops general and specific safety related policies and procedures.
23. Develops and revises Safety Manuals, keeps Village up to date on the risk management requirements.
24. Develops, reviews and presents safety related statistical information.
25. Chairs Safety Committees to include employee morale and relation functions.
26. Assists management in enforcement of personnel, safety rules, regulations, policies, and procedures when violations are discovered to include investigation of accidents and safety related incidents, making recommendations for safety training, remedial training and progressive discipline.
27. Develops facility, vehicle and equipment inspection procedures, completes regular inspections and recommended corrective or preventative measures.
28. Consults with other departments regarding design or equipment, facilities and areas.
29. Develops fire prevention and facility evacuation programs for all facilities. Performs inspection of these sites, buildings, playground, pools, beaches, equipment and vehicles.
30. Responds to safety related citizen complaints and inquiries.
31. Develops positive working relationships, and exchange ideas with other public and private agencies.
32. Prepares cost analysis, procedures, and reports for safety related projects and maintenance operations.
33. Develops recommendations regarding the purchase of safety related supplies, materials and equipment, training in claims reporting and follow up.

34. Schedules, coordinates and conducts risk management related training and other training as required.
35. Submits and follows up on all insurance claims.
36. Responsible for all background investigations.
37. Completes all reports and actions in a time sensitive manner.

**Marginal Functions:**

1. Attends board meetings as directed by Village Administrator.
2. Represents the Village as directed by the Village Administrator.
3. Prepares articles and updates on IMLRMA for the Village.
4. Additional duties as assigned by the Village Administrator.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to work with senior management teams as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgment in all aspects of the position.

**I have reviewed and understand my job description.**

\_\_\_\_\_  
*Employee Name*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*HR Signature*

\_\_\_\_\_  
*Date*