



Human Resources & Risk Management Analyst

Confidential/Supervisory Range: 19

Board Approved: 08/14/25

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Human Resources & Risk Management Analyst, performs analytical and specialized functions to support comprehensive human resources and & risk management programs for academic and classified employees; performs related duties as required.

The incumbent requires in-depth knowledge of organizational structure, human resources, employee compliance training programs, risk management programs, workplace violence processes and practices, District policies and procedures, regulations; exercise of discretion and maintenance of confidentiality. This incumbent is required to be self-directed and may provide work direction, supervision, and guidance to personnel assigned to the area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, implements, and coordinates human resources and risk management programs and activities, including but not limited to, accident or injury prevention and control, workplace violence prevention and investigation, analysis and reporting.
2. Administers the District's Workers' Compensation program; files claims, coordinates with the insurance carrier and employees, manages the return-to-work processes, and keeps managers informed.
3. Acts as liaison to insurance carriers, third-party administrators (TPAs), and legal counsel for all claims, including public liability and workers' compensation.
4. Serves as a resource and advises employees on risk management and insurance matters; represents the District in hearings, conferences, or depositions.
5. Collaborates on the coordination of compliance training and activities District-wide; investigates incidents and communicates human resources and risk management protocols.
6. Performs duties related to the District's infectious disease reporting and tracking policies; conducts contact tracing, provides resources, and reports cases to relevant agencies.
7. Serves as a point of contact for employees who have concerns or complaints related to workplace violence incidents ensuring clear communication throughout the process.
8. Implements and coordinates protocols for responding to workplace violence incidents, including emergency response procedures and support for affected individuals.
9. Assists in conducting investigations into complaints, gathers information regarding workplace accidents, hazards, and workplace violence incidents; prepares investigations report and provides high level information pertaining to resolution.
10. Conducts investigations and/or gathers information regarding grievances, unfair labor practice charges, unlawful discrimination claims; assists in conflict resolution.



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11. Assigns and monitors ergonomic assessments; reviews risk scores and conducts in-person follow-up evaluations as necessary.
12. Coordinates and administers ergonomic assessments and facilitates appropriate workstation adjustments and equipment needs; tracks procurement and inventory of ergonomic equipment to ensure proper allocation, timely deployment, and centralized oversight.
13. Coordinates and monitors compliance-related programs, including medical surveillance, health services (e.g., physical exams, vaccinations, medical evaluations), and other requirements such as TB testing, licensure verification, and drug and alcohol testing.
14. Assists in budget preparation and administration, including creating cost estimates, creation of purchase requisitions, and tracking expenditures; provides regular budget reports and assists in addressing budget-related issues.
15. Develops educational, technical, and promotional materials such as posters, brochures, newsletters, to increase visibility the District's Human Resources & Risk Management programs; assists in maintaining the department's website.
16. Prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature.
17. Compiles, reviews and analyzes data; prepares a variety of reports using statistical and historical data; maintains files and related records.
18. Acts as liaison to vendors, regulatory agencies, and other stakeholders to ensure program compliance.
19. Monitors legislative changes affecting human resources and risk management; updates programs and procedures to ensure compliance; attends and represents the department at events and/or meetings.
20. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Current relevant federal and state laws and regulations related to human resources and risk management.
- Principles and practices of workers' compensation and risk management program administration.
- Methods, terminology and procedures used in safety and risk management program administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.



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Ability to:

- Analyze and interpret data, identify trends, and develop actionable insights.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of rules, laws and policies.
- Compile detailed information and prepare clear and concise reports.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Communicate clearly and concisely, both orally and in writing to effectively convey information, policies, and procedures to diverse audiences.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university in occupational health, public health, public administration or a related field.

Experience:

- Three (3) years of progressively responsible experience in workers' compensation, risk management or a related field.

Desired Education and Experience

- N/A

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units from an accredited college or university with major course work in occupational or public health, public administration or a related field and five (5) years of progressively responsible experience in workers' compensation, risk management, or a related field is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting and travel from site to site; exposure to fumes and hazardous/toxic materials.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.