



**CLASS TITLE:** Human Resources & Risk Management Administrator (01104)

**FLSA STATUS:**  
Exempt

**BARGAINING UNIT:**  
Non Represented

**PAY RANGE:**  
m49

**SUMMARY:**

Establish and oversee strategic direction for the Human Resources & Risk Management department. Ensure the City's vision, mission, and goals are in alignment with the City of Renton Business Plan and incorporated into daily operations and services.

**SUPERVISION:**

Reports To: Chief Administrative Officer, as delegated by the Mayor

Supervises: Human Resources Benefits Manager, HR Labor Manager, Risk Manager, Administrative Assistant, Senior Human Resources Analyst - DEI

**ESSENTIAL FUNCTIONS:**

- Ensure the Human Resources & Risk Management department operations are administered in a manner that achieves the City's business plan and goals and delivers outcomes important to the community
- Oversee the city's diversity, equity, inclusion and belonging program, to include DEI strategies, initiatives, and belonging and compliance with ADA and Title VI.
- Serve as a member of the Mayor's executive leadership team; provide status reports and presentations on cooperative projects with other departments, agencies, community groups, and organizations.
- Ensure hiring managers make effective hiring decisions and retain qualified staff.
- Coach management staff to consistently utilize City adopted leadership models; ensure assigned staff hold employees accountable for meeting deadlines and objectives.
- Oversee the implementation of short and long-range business plans, goals, and performance measures of the department.
- Provide technical and policy information to the public, city council and other stakeholders.
- Develop, and monitor the department budget; assess future needs and determine resources necessary to accomplish goals.
- Attend City Council meetings and public hearings as needed; make public presentations at meetings and respond to questions and comments; present technical information and policy options related to employee benefits, safety and risk management, and other human resource topics.
- Serve as a consultant and technical advisor to the Mayor, City Council and other city employees on a variety of matters.

- Establish and implement procedures to assure efficient and effective operation of the Department.
- Conduct staff meetings with division heads and supervisory staff on a regular basis.
- Develop, in conjunction with peers, city-wide compensation philosophy. Oversee the revision of associated human resource policies.
- Review disciplinary issues and advise on legal and appropriate degree of discipline.
- Advise departments on recruitment and selection strategies, techniques and legal requirements and the performance evaluation system; research and develop appropriate policies and procedures.
- Direct HRRM related training and development efforts; Evaluate and determine training needs and priorities; develop training content and select and arrange for appropriate trainers; assist departments with concerns and questions regarding training.
- In conjunction with third party administrators and brokers, assess the risk of loss encountered by the City; develop risk reduction, transfer and prevention practices and policies; determine the feasibility and cost effectiveness of transferring risks through the purchase of insurance; recommend appropriate risk retention levels.
- Oversee the administration and adjudication of all non-litigation claims; direct the maintenance of claims and lawsuit summary; direct on-going analysis of property, casualty and workers' compensation claims experience.
- Oversee the direction of the City's employee benefits, worker's compensation, and health/wellness programs; review claims adjudication and plans design; coordinate and confer with Labor Committee regarding issues and concerns.
- Create an environment of teamwork and respect.
- Foster a culture of equity and inclusion by welcoming and meeting the diverse needs and perspectives of groups and individuals.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance.
- Perform other duties as assigned.
- May be assigned to support critical city priorities during emergencies.

**EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:**

- Bachelor's degree in Business, Public Administration or related field.
- Minimum 10 years human resources and risk management experience involving labor relations, training and development, discipline, recruiting, testing, classification and related human resources experience as well as experience in risk management activities.
- Or minimum 14 years of combined education and experience.
- 5 years direct management experience.
- Successful passing of a required background check.

**COMPETENCY REQUIREMENTS:**

- Comprehend complex community, political, and regional issues and be successful in navigating that environment.
- Attention to detail.
- Communicate effectively.
- Customer service focus.
- Positive interactions with all individuals.
- Build collaborative relationships.
- Anticipate problems and develop contingency plans.
- Show initiative while performing job tasks.
- Remain flexible to changing priorities.
- Determine priorities and take prompt action.
- Commitment to racial, social, and economic equity issues and working effectively with people from diverse backgrounds and cultures.
- Meet deadlines and respond timely to achieve common goals.
- Be receptive to the attitudes, feelings, or circumstances of others and aware of influence of one's own behavior on them.
- Conflict resolution skills.
- Recognize and encourage behaviors that contribute to teamwork.
- Work cooperatively and effectively with other staff to produce innovative solutions.
- Analyze situations accurately and adopt an effective course of action.
- Evaluate the impacts of policies, projects, programs, and activities.
- Effective leadership and communication with diverse groups and organizations.
- Budget development and control skills.
- Effective delegation and follow through.
- Relationship building at all levels of the organization including elected officials, executives, managers, employees, and volunteers.
- Effective negotiation and consensus building skills to create partnerships.
- Public engagement methods and techniques; the public involvement process, including agenda bills, Council committee, and Council approval process.
- Be flexible in decision-making and use a team oriented approach.
- Exercise high degree of confidentiality.

**PHYSICAL DEMANDS:**

- Move throughout City facilities and buildings.
- Operate a computer and other office equipment.
- Communicate with City employees and residents.
- Lift or move items weighing up to 20 pounds on occasion

**WORK ENVIRONMENT:**

- Work is performed in an office environment.
- Noise level in the office is moderately quiet.
- Work evening and/or weekend hours as needed.
- Night meetings may be required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

Established Date: May 1995

Revised: April 1, 2004, May 2019, March 2024

Original Title: Human Resources Administrator