



Onslow County Position Vacancy Announcement

HUMAN RESOURCES DEPARTMENT

POSITION TITLE: Risk Management/Training Officer

Position Number

4156-25

Hiring Range

\$50,286-\$65,372

Opening Date

October 15, 2010

Closing Date

Until Filled

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

Plans and directs employee training and development programs and administers the County's Risk Management, Worker's Comp, Safety & Wellness Program. Duties include developing training curriculum and materials; conducting training sessions; coaching managers and employees with regard to career development; maintaining training records and documentation; perform assigned functions as a Disaster Ready Team (DRT) member and perform other HR related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of:

- The philosophies, principles and practices of public personnel training and administration
- Research, data analysis and report presentation techniques
- Current federal and state laws and regulations applicable to public employment, OSHA, EPA, ADA, FLSA, etc.
- Extensive knowledge of insurance administration, safety principles and practices, accident prevention and investigation
- Considerable knowledge of worker's compensation

Ability to:

- Assess training needs and develop necessary training programs
- Be comfortable and effective public speaker
- Analyze facts and present recommendations effectively in oral and written form
- Conduct safety inspections and accident investigations

Minimum Education and Experience Requirements

A four (4) year degree from an accredited college with major course work in personnel management, public or business administration or related field. A Master degree and HR certification is preferred. Considerable experience in planning and delivery of employee training and development and wellness programs and risk management, workers compensation.

Special Requirements

Copies of college transcripts with certifications and ESC typing test must be submitted with application. Must have a valid driver's license and ability to obtain a NC Adjuster License, OSHA training, HR certification and become CPR certified.