

Loss Prevention Training Specialist – Human Resources

The Texas Municipal League Intergovernmental Risk Pool, located in Austin, is a public entity risk pool providing workers' compensation, liability, and property coverages to more than 2,800 local government entities in Texas.

The Risk Pool is seeking a Loss Prevention Training Specialist to provide training services to Pool members in the areas of human resources, organizational development, leadership, and supervision.

Reporting to the Loss Prevention Assistant Manager, the Loss Prevention Training Specialist – Human Resources will be responsible for providing professional human resources related services and training to the Pool's membership. The qualified candidate will address identified trends and perceived/potential exposures to prevent, reduce, and mitigate losses associated with employee relations, supervision, leadership, and other public entity organizational employment practices.

The Loss Prevention Training Specialist – Human Resources:

- Researches and develops educational curriculum, training programs, and classroom and electronic materials related to identified trends and potential issues and exposures in order to better educate, inform, and bring awareness to key issues affecting the Pool's membership
- Develops and delivers in-person and online training presentations on various human resources, employee relations, supervisory, and leadership issues to Pool members and conference and seminar participants
- Coordinates and provides on-site and virtual education and training for Pool members to help address risks, trends, and exposures through lectures, hands-on instruction, exercises, activities, and group discussions
- Contributes to newsletters, articles, videos, and other media
- Prepares correspondence to document training activities and member contacts
- Participates in consultative review meetings with Pool staff and Pool members to help review potential issues and identify potential actions to address exposures or trends
- Monitors and analyzes State and Federal legislation and trends related to the employer/employee relationship and updates Loss Prevention staff with new laws, requirements, or court rulings in order to better serve Pool members
- Analyzes related loss trends and exposures
- Participates in and/or prepares special projects as assigned
- Attends necessary continuing education and training in order to maintain any current certifications and continue to broaden subject matter expertise

Educational and Experience Requirements & Preferences:

- Bachelor's Degree in Human Resources Management, Organizational Development, Management, Business Administration, Public Administration, or related field, is preferred
- Extensive experience (at least 5 years) managing a Human Resources Department/program for a local governmental entity is highly desired
- Senior Certified Professional in Human Resources (SHRM-SCP), Certified Professional (SHRM-CP), Professional in Human Resources (HRCI-PHR) or similar professional designation(s) is preferred
- Extensive knowledge of organizational development, leadership/supervisory techniques and tactics is required, as is the ability to deliver related training programs to Pool members to convey the importance of supervisors and managers within the organization
- Comprehensive knowledge of human resource programs, best practices, policy/procedure development, and associated risk mitigation techniques, including expertise in Federal and State laws affecting the employer-employee relationship (EEOC, ADA, FMLA, FLSA, etc.) is required

- Experience in developing and delivering dynamic training presentations and written materials is required
- Excellent communication skills, including the ability to speak and write effectively, to establish and maintain effective working relationships with other employees, public officials, outside agencies/organizations, and Pool members is required
- Excellent computer and technology skills, use of media, applications, as well as presenter devices such as projectors and other related equipment is required
- Proficiency with personal computer and Microsoft Office products including, but not limited to, Outlook, Word, PowerPoint, and Excel is required
- Familiarity with the Texas Workers' Compensation process is strongly preferred
- Experience with Civil Service (Texas 143), Meet and Confer, and Collective Bargaining preferred
- Membership and/or participation in human resources organizations, such as Society of Human Resource Management (SHRM) and Texas Municipal Human Resources Association (TMHRA) is preferred
- Valid Texas driver's license and acceptable driving record required
- A combination of education and experience may be considered on a case by case basis
- Extensive in-state travel required

Salary is dependent upon qualifications.

Position has a benefits package, including:

- Major Medical, Dental, & Vision Insurance
- Participation in the Texas Municipal Retirement System (7%, 2:1)
- 457 Deferred Compensation Plan with a Roth option
- Pool-provided vehicle
- Other benefits