



Cordova Recreation & Park District Human Resources Analyst II - Risk Management

SALARY	\$44.57 - \$56.89 Hourly \$3,565.80 - \$4,550.96 Biweekly \$92,710.70 - \$118,324.96 Annually	LOCATION	11070 White Rock Road, Suite 130, Rancho Cordova, CA
JOB TYPE	Full-time	JOB NUMBER	2026-00000621
DEPARTMENT	Administration	OPENING DATE	08/10/2026
CLOSING DATE	9/7/2026 11:59 PM Pacific		

Description

THIS RECRUITMENT WILL CLOSE AFTER RECEIPT OF THE FIRST 75 APPLICATIONS, OR BY SEPTEMBER 7, 2026, WHICHEVER OCCURS FIRST.

Cordova Recreation & Park District (District) is seeking an experienced Risk Management professional to join our Human Resources team! As an award-winning organization recognized for its commitment to employee appreciation and workplace culture, we believe that positive relationships, a strong safety culture, and exceptional public service begin with investing in our people. If you are passionate about fostering a safe workplace, building collaborative relationships, and making a meaningful impact across the organization, we encourage you to apply.

This is a full-time onsite position with a comprehensive benefits package that includes fully paid (base plan) medical, dental, and vision for the employee and all eligible dependents. The District participates in the CalPERS Retirement System. Employees in this classification work a 9/8/80 schedule. (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off).

Who We Are

Established in 1958, the District is an independent special district governed by an elected Board of Directors. We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 50 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

Who We Serve

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Summary Description

Under the general supervision of the Human Resource Manager, performs a variety of journey-level professional and technical duties in support of the District's human resources and risk management programs. Responsibilities include administering and coordinating the District's workers' compensation, liability, and property claims programs; assisting with accident investigations, insurance administration, inspections, loss prevention, and workplace safety initiatives; analyzing and managing organizational risks; identifying potential exposures and recommending strategies to mitigate risk and ensure regulatory compliance. This position serves as the lead for the District's Safety Committee, coordinates safety-related programs and initiatives, supports policy development and regulatory compliance efforts, and provides information and guidance to employees, supervisors, and the public regarding human resources and risk management programs, policies, and procedures. The incumbent also serves as the lead on assigned projects and special initiatives and performs related duties as assigned.

Distinguishing Characteristics

This is the full journey level class within the Human Resources Analyst series. Employees within this class are distinguished from the Human Resources Analyst I by the performance of the full range of duties as assigned. Employees at this level are assigned more difficult projects and programs and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Risk Management

- Assists in the administration and coordination of the District's comprehensive risk management and loss prevention programs designed to protect District assets through risk avoidance, reduction, transfer, and retention.
- Assists with the administration of the District's workers' compensation, liability, property, and related insurance programs; coordinates claims administration with third-party administrators, insurance carriers, legal counsel, and District staff.
- Coordinates workers' compensation claims, including monitoring claim activity, facilitating communication between injured employees, supervisors, and claims administrators, and assisting with return-to-work and modified duty processes.
- Assists with the investigation, documentation, and evaluation of workplace accidents, injuries, property damage, liability incidents, and near-miss events; recommends corrective actions to reduce future risk.
- Tracks and assists with inspections of District facilities, parks, programs, vehicles, and operations to identify potential hazards, evaluate risk exposures, and recommend corrective measures to improve workplace safety and regulatory compliance.
- Serves as staff liaison and coordinator for the District's Safety Committee by preparing meeting agendas, coordinating meetings, maintaining records, monitoring follow-up actions, and assisting with the implementation of safety initiatives.
- Assists with the development, implementation, and administration of workplace safety programs, policies, procedures, and training designed to reduce injuries, minimize liability, and ensure compliance with applicable federal, state, and local safety regulations.
- Assists with coordinating District-wide safety training programs, emergency preparedness exercises, and employee safety awareness initiatives.
- Researches, analyzes, and recommends improvements to risk management, safety, and loss prevention programs based on industry best practices, regulatory changes, and operational needs.
- Assists with District-wide emergency preparedness and readiness initiatives by coordinating with local public safety agencies, supporting emergency response planning efforts, facilitating communication and collaboration

with internal departments and external partners, and assisting with drills, training, and related preparedness activities.

- Assists with the administration of the District's Workplace Violence Prevention Program and other safety-related compliance programs as assigned.
- Monitors regulatory changes related to occupational safety, workers' compensation, and risk management and assists with implementing program updates to maintain compliance.

Insurance Administration

- Assists with the administration of the District's insurance programs, including general liability, property, automobile, crime, cyber liability, workers' compensation, SAM's and other insurance coverages.
- Coordinates annual insurance renewals by compiling underwriting information, gathering exposure data, and communicating with insurance brokers and carriers.
- Reviews certificates of insurance, endorsements, and related documentation to verify compliance with District insurance requirements.
- Reviews contracts, agreements, permits, licenses, and special event applications to ensure appropriate insurance and indemnification provisions are included.
- Coordinates the procurement and tracking of insurance documentation for contractors, consultants, vendors, and special events.
- Assists with the processing and administration of liability and property claims by gathering documentation, coordinating investigations, maintaining claim files, and communicating with legal counsel, insurance carriers, third-party administrators, and internal stakeholders to support the timely and effective resolution of claims.
- Assists with subrogation efforts involving damage to District property by collecting and organizing supporting documentation, coordinating with insurance representatives, legal counsel, and third-party administrators, and monitoring claims to support the timely recovery of District losses.
- Maintains accurate records, prepares reports, analyzes claims trends, and recommends opportunities to reduce losses and improve operational efficiencies.

General Duties

- Assists with a variety of professional duties in support of the District's human resource functions including payroll, recruitment/selection, personnel actions/position control, classification/compensation, benefits administration, labor relations, and general administration.
- Assists with scheduling and administration of pre-employment testing of employees including background checks, DMV pull reports, physical exams and drug testing; assign and track mandated trainings.
- Perform complex and confidential analysis; analyze, interpret, and apply applicable laws, regulations, rules, and personnel policies; make recommendations; write policies, procedures, Requests for Proposals (RFPs), and related internal documentation within the Human Resources Division.
- Provides technical guidance and customer service to employees, supervisors, managers, and the public regarding workers' compensation, safety, insurance, and risk management programs, policies, and procedures.
- Conducts research, prepares correspondence, reports, presentations, policies, procedures, and other written materials related to assigned programs.
- Coordinates assigned projects and special assignments; monitors project timelines and follows through to completion.
- Works collaboratively with District departments, governmental agencies, consultants, insurance representatives, legal counsel, and outside organizations on risk management and safety-related matters.
- Investigates complaints, responds to requests for information, and prepares recommendations regarding assigned programs.
- Maintains confidential records and information in accordance with applicable laws, regulations, and District retention schedule policies.
- Perform related duties as assigned.

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:

- Principles, practices, and techniques of risk management, loss prevention, workers' compensation, liability claims administration, insurance, and safety program coordination.
- Principles and practices of workers' compensation claims management, return-to-work programs, accident investigation, and injury prevention.
- Applicable federal, state, and local laws, regulations, and reporting requirements related to workers' compensation, occupational safety, liability claims, and risk management, including OSHA and Cal/OSHA requirements.
- Principles and practices of insurance administration, including general liability, property, automobile, and workers' compensation insurance.
- Basic principles of contract review as they relate to insurance requirements, certificates of insurance, and indemnification provisions.
- Methods and techniques used to identify, evaluate, and reduce organizational risks and workplace hazards.
- Principles of workplace safety, loss prevention, emergency preparedness, and safety training.
- Principles and methods of conducting inspections, investigations, research, data collection, and report preparation.
- Methods and techniques of statistical analysis, recordkeeping, and trend analysis.
- Office practices, procedures, and modern business software, including word processing, spreadsheets, databases, and presentation software.
- Principles and practices of effective customer service and public relations.
- Business English, grammar, spelling, punctuation, and report writing.

Ability to:

- Maintain strict confidentiality and protection of sensitive employee data, personal details, medical records, compensation information, and related information to maintain trust and legal compliance.
- Analyze claims, accident reports, inspection findings, and other data to identify trends, evaluate risks, and recommend practical solutions.
- Conduct workplace inspections, investigations, and safety assessments and prepare clear, concise reports of findings and recommendations.
- Research, interpret, explain, and apply applicable federal, state, and local laws, regulations, policies, and procedures related to risk management and workplace safety.
- Coordinate multiple assignments, establish priorities, and meet deadlines while maintaining a high level of accuracy and attention to detail.
- Demonstrate initiative, professionalism, and sound judgment while exercising discretion and maintaining confidentiality in sensitive and complex matters.
- Be self-motivated with a positive, collaborative, and customer-focused approach to serving employees, supervisors, and the public.
- Exercise resourcefulness, accountability, and professionalism while effectively managing competing priorities and producing high-quality work.
- Communicate effectively and confidently, both verbally and in writing, including the ability to prepare professional correspondence, reports, presentations, and training materials and to convey complex information in a clear and understandable manner.
- Establish and maintain positive, productive working relationships with employees, supervisors, elected officials, insurance representatives, legal counsel, contractors, and outside agencies.
- Exercise tact, diplomacy, and good judgment when responding to sensitive situations, resolving concerns, and interacting with individuals from diverse backgrounds and perspectives.
- Work independently with minimal supervision while also contributing effectively as a collaborative member of the Human Resources team.
- Demonstrate flexibility and adaptability in responding to changing priorities, operational needs, and regulatory requirements.
- Promote a positive workplace culture by fostering teamwork, professionalism, respect, accountability, and a commitment to workplace safety.
- Drive a personal or District vehicle to conduct District business.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, business administration, public administration, risk management, occupational health and safety, industrial relations or related field, and (4) four years of professional-level experience performing analytical, administrative, or program coordination duties in human resources, risk management, workers' compensation, safety, insurance administration, claims administration, or a closely related field. Graduation from technical college, certificate program, possession of a SHRM, PSHRA, and/or HRCI certification, or additional years of experience may be substituted for required education. Professional certifications such as Associate in Risk Management (ARM), Certified Safety Professional (CSP), Occupational Health and Safety certifications, Workers' Compensation certifications, or other related credentials are desirable. Experience working in a public agency or government environment preferred.

License or Certificate:

Possession of a valid California driver's license required.

Additional Requirements:

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks.

Required to take and pass a drug screening.

Supplemental Information

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 these essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Sufficient physical ability and mobility to work in an office setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination including the use of a keyboard; to attend off-site meetings; to lift and carry items weighing up to 20 pounds; ability to make frequent decision-making and concentration; frequent public and coworker contact; occasional working alone; frequent repetitive motion, writing, grasping, holding and reaching; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Pre-Hire Requirements:

Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks, pre-employment drug screening, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position:

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The District reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES

Initial Selection Review: The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing: Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation: In accordance with the Americans with Disabilities Act, anyone who needs reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that people with disabilities are provided reasonable accommodations for the hiring process.

Withdrawing from Recruitment Process: Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions: All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer: The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have

the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

ADMINISTRATIVE LEAVE: Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

UNIFORMS: Uniforms are provided to employees in designated positions.

Employer

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Websitecordovarpd.gov**Human Resources Analyst II - Risk Management Supplemental Questionnaire*****QUESTION 1**

Applicants are asked to complete this supplemental questionnaire as part of the screening and selection process. The information you provide will be reviewed to help determine your eligibility to move forward. To ensure a fair process, please provide complete and accurate responses. Incomplete answers, omissions, false statements, or referring to your resume instead of responding may affect your eligibility. Do you agree to answer each supplemental question honestly and understand that your responses may be verified against the information in your application?

- ☐ Yes
☐ No

***QUESTION 2**

Describe your direct experience administering Workers' Compensation and General Liability claims within a municipal or public sector agency. Include the size of the workforce you supported and your role in working with Third-Party Administrators (TPAs) and legal counsel.

***QUESTION 3**

The Human Resources Analyst II - Risk Management is an in-person position with a 9/8/80 schedule (Monday through Thursday, 9-hour days; Friday 8-hour day; every-other-Friday off). There are no regular hybrid or remote schedules available. By checking the box below, you acknowledge your understanding of the schedule for this position.

- ☐ I acknowledge understanding of the schedule for this position.

***QUESTION 4**

The annual salary range for this position is \$92,710.10-\$118,324.96. By checking the box below, you acknowledge your understanding of the salary paid for this position.

- ☐ I acknowledge understanding of the salary paid for this position.

***QUESTION 5**

How many years of professional-level experience performing analytical, administrative, or program coordination duties in human resources, risk management, workers' compensation, safety, insurance administration, claims administration, or a closely related field to you have?

- ☐ No experience
☐ Less than four years
☐ Four or more years of experience

***QUESTION 6**

Do you currently possess professional Human Resource Certifications from HRCI, SHRM, PSHRA, or Risk Management Certifications such as Associate in Risk Management (ARM), Certified Safety Professional (CSP), Occupational Health and Safety certifications, Workers' Compensation certifications, or other related credentials?

☐ Yes

☐ No

***QUESTION 7**

This position requires the ability to drive a personal vehicle to conduct District business on occasion. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License or have the ability to obtain one within six (6) months of employment?

☐ Yes

☐ No

***QUESTION 8**

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

☐ Yes

☐ No

* Required Question