



Human Resources Manager

Agency/Department: Office of the General Manager/CEO

Approved by: Signed by Duane Whitelaw
Date Approved: 05/14/13
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Reports to: General Manager/CEO
Supervises: varies
Mid-Management/Confidential Exempt

JOB SUMMARY: Under the direction of the General Manager/CEO plan, organize, manage, direct and coordinate the District's personnel programs, employee relations, salary and benefits administration, recruitment, selection, resignations, terminations, classifications, employee development and performance reviews; develop and review related policies and procedures; develop and implement employee training. Serve as liaison with other District department, staff, and outside agencies, regarding policies, procedures, and functions; coordinate and plan the District's risk management programs, safety programs, property and liability insurance, workers' compensation program; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS: This position is characterized by its professional-level and highly confidential support to the District in the administration of Human Resources and Risk Management programs. It is assigned complex projects requiring independent analysis which requires a higher degree of proficient communication, managerial, organizational and analytical skills and knowledge of the operations, policies, functions, and organizational relationships of the District. Responsible for overseeing and administering multiple complex specialized work tasks, under only general supervision, while exercising broader discretion and independent judgment within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Personnel Programs:
 - Assist employee with utilizing District programs such as the Incentive Certification Program, Employee Assistance Program, Orthodontics Coverage Program, and the Prescription Safety Glasses Program.
- Employee Relations:
 - Experience in resolving problems arising from situations at work
 - Treat all employees in a consistent and fair manner.
 - Consult with legal counsel as appropriate to ensure compliance with all Federal, State, Local and other laws regarding employer/employee relations and personnel matters.
 - Interpret and apply District policies appropriately
 - Ensure the most effective use of employees to accomplish the District's mission and goals.

- Salary and Benefits Administration:
 - Prepare annual salary schedules; update payroll tables
 - Prepare pay increases and adjustments – Personnel Action Forms
 - Conduct wage/salary and benefit surveys
 - Provide employee assistance with District Benefit programs such as retirement benefits with CalPERS, deferred compensation plans, health coverage, life insurance, long term disability, state disability insurance, and Health Reimbursement Arrangement (HRA) and Flexible Spending Account (FSA).

- Recruitment and Selection:
 - Coordinate hiring process with department heads/managers; write and advertise for job openings; screen applications and resumes; oversee and set-up interviews; schedule pre-employment physicals, background checks, and drug screening; conducts employment verifications
 - Conduct New Hire Orientation; provide payroll with new hire paperwork

- Policies and Procedures:
 - Facilitate and maintain a Personnel Policy Manual
 - Maintain and update policies and procedures as necessary
 - Ensure policies are in compliance with federal, state, local, and mandated programs such as FLSA, ADA, EEO-Title VII, OSHA, FMLA, and CFRA

- Resignations/Terminations:
 - Provide assistance with all terminations to ensure proper procedures were followed and are in compliance with state and federal laws
 - Conduct exit interviews with employees; communicate how the process for benefits and any outstanding equipment/keys will be handled; ensure payroll has necessary paperwork

- Job Descriptions/Classification:
 - Assist with the development and writing of job descriptions
 - Analyze job duties and title for proper classification
 - Maintain District organizational chart

- Employee Development:
 - Coordinate employee performance appraisal system and recommendations on merit increases and ensure they are applied in a fair and consistent manner
 - Confer with management and employees to gain knowledge of work situations requiring training and needs and provides recommendation for appropriate training and instruction for individual and groups
 - Assist department heads/managers with disciplinary procedures and in composing disciplinary correspondence

- District Safety Programs:
 - Administer District's workers' compensation program
 - Maintain federal, state, and local records for work-related injuries and incidents; coordinate information to Workers' Compensation Administrator, medical staff, and employees
 - Chair Safety Committee; coordinate safety training programs, facility inspections; oversee Safety Consultant contract
 - Oversee light duty and return to work programs and Department of Transportation (DOT) program for Commercial Drivers
 - Assist with request for information for District's general liability insurance
 - Assist with liability claims filed by members of the public or other organizations and workers' compensation programs

- Additional Duties and Responsibilities:
 - Provide information and analysis in support of labor negotiations
 - Provide information and analysis in support of budget process
 - Act as liaison to and maintain records as required by regulatory agencies such as the State Controller's Office, Special District Risk Management Authority (SDRMA), Affordable Care Act (ACA), California OSHA Injury Logs
 - Maintain cooperative and effective working relationship with the management team, employees, and members of the public
 - Perform special projects as assigned by the General Manager and other related duties as required.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

- Equivalent to a Bachelor's degree from an accredited college or university or five (5) years experience in a position providing advanced human resources administrative and planning support; PHR certification or other similar certification desirable; and
- Two years of progressively responsible experience in a high level human resources experience including administrative, personnel safety, and risk management experience.

KNOWLEDGE OF:

- Federal and state laws, rules and regulations regarding personnel administration, including labor relations, fair employment, hiring process, termination, workers' compensation, benefit administration, ADA, FLSA, etc.
- Human resources programs including but not limited to recruitment, selection, compensation, classification, benefits, and safety, training, and employee relations.
- Safety and risk management programs including but not limited to workers' compensation, property and liability insurance, OSHA, emergency response, and investigation.
- Modern office practices and procedures including maintenance of filing systems and confidential records, and preparation of business correspondence.
- Public sector practices relating to safety and risk management.
- Computer hardware and software such as word processing, spreadsheets, databases, and modern office practices and procedures.
- Methods and procedures of e-mail systems, both internal and Internet

ABILITY TO:

- Identify, analyze and independently make decisions solving a variety of situations and problems.
- Establish and maintain effective communications with a wide spectrum of management and employee staff, and professional and non-professional staff; establish and maintain cooperative working relationships in order to foster a team approach.
- Explain and apply complex policies and procedures; use tact, discretion, initiative and independent judgment within established guidelines.
- Maintain confidentiality regarding personnel correspondence, negotiations, etc.
- Research, compile and summarize a variety of informational materials.
- Compose correspondence independently or from brief instructions; accurately record and maintain records; communicate effectively verbally and in writing
- Operate a personal computer for data application and word processing.
- Learn and utilize on an ongoing basis District administrative, budgeting, and personnel processes and procedures.

- Be proactive in identifying problem areas and develop alternative solutions and recommendation.

LICENSES:

- Possession of a California or Nevada Driver's License; acceptable driving record at the time of appointment and throughout employment.

TOOLS AND EQUIPMENT USED:

Standard municipal office machines such as personal computer, 10-key calculator, phone, cell phone, fax and copy machines. Software application such as the District's Springbrook Financial, Payroll, and Human Resources modules, Microsoft Word, Excel, Outlook, and Access.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

The employee will occasionally be required to lift or move up to 20 pounds and may need to carry for approximate distance up to 50 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but can be moderately noisy depending on specific location. The work environment can be quite hectic and requires an ability to perform multiple tasks.

While performing the duties of this job, the employee is occasionally exposed to dust, pollens, and fumes.

FLSA Exemption status:	Exempt
Employee Unit:	Confidential – Unclassified
Job Family:	Office of the General Manager/CEO
Class Progression:	Human Resources Manager

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