



## Human Resources Manager

### DEFINITION:

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; ensures District compliance with applicable federal and state laws and regulations as they pertain to Human Resources. Serve as liaison with other District departments, staff, and outside agencies, regarding policies, procedures, and functions; coordinate and plan the District's risk management programs, safety programs, workers' compensation program; and perform related duties as required.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general and administrative direction from the General Manager/CEO. May provide technical and functional direction over professional, technical and assigned personnel.

### 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 (Illustrative Only):

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties may be assigned as prioritized by the General Manager.*

- Personnel Programs:
  - Assists employees with utilizing District programs such as the Incentive Certification Program, Employee Assistance Program, Catastrophic Leave Program, and the Prescription Safety Glasses Program.

- Coordinates employee time off with regulatory programs such as FMLA, CFRA, SID and FEHA.
- Employee Relations:
  - Provides support and guidance in resolving conflict arising from situations at work.
  - Treats all employees in a consistent and fair manner.
  - Maintains confidentiality when dealing with sensitive information and personnel matters.
  - Consults with legal counsel as appropriate to ensure compliance with all Federal, State, Local and other laws regarding employer/employee relations and personnel matters.
  - Develops, interprets, and applies District policies appropriately.
  - Ensures the most effective mix and utilization of employees to accomplish the District's mission and goals.
- Salary and Benefits Administration:
  - Prepares annual salary schedules; updates payroll tables.
  - Prepares pay increases and adjustments – Personnel Action Forms.
  - Conducts wage/salary and benefit surveys.
  - Administers and provides 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).
  - Assesses effectiveness, market comparables, trends, market pricing, and District needs for its Benefit programs.
- Recruitment and Selection:
  - Coordinates hiring process with department heads/managers; write and advertise for job openings; screens applications and resumes; oversees and sets-up interviews; schedules pre-employment physicals, background checks, and drug screening; conducts employment verifications.
  - Conducts New Hire Orientation and on-boarding; provides payroll with new hire paperwork.
- Policies and Procedures:
  - Develops, facilitates, and maintains District Personnel Policy and Manual.
  - Develops, maintains, and updates policies and procedures as necessary.
  - Ensures policies are in compliance with federal, state, local, and mandated programs such as FLSA, ADA, EEO-Title VII, OSHA, FMLA, and CFRA.
- Resignations/Terminations:
  - Provides assistance with all terminations to ensure proper procedures are followed and are in compliance with state and federal laws.
  - Conducts exit interviews with employees; communicates how the process for benefits and any outstanding equipment/keys will be handled; ensures payroll has necessary paperwork.
- Job Descriptions/Classification:
  - Assists with the development and writing of job descriptions.
  - Analyzes job duties and title for proper classification.
  - Maintains District organizational chart.
- Employee Development:
  - Administers employee performance appraisal system and recommendations for merit increases and ensures they are applied in a fair and consistent manner.

- Confers with management and employees to gain knowledge of work situations requiring training and needs and provides recommendations for appropriate training and instruction for individuals and groups.
- Assists department heads/managers with disciplinary procedures and in composing disciplinary correspondence.
- District Safety Programs:
  - Administers District's workers' compensation program, including accident, incident, and illness program.
  - Maintains federal, state, and local records for work-related injuries and incidents; coordinates information to Workers' Compensation Administrator, medical staff, and employees.
  - Chairs Safety Committee; coordinates safety training programs and facility inspections; oversees Safety Consultant contract.
  - Oversees light duty and return to work programs and Department of Transportation (DOT) program for Commercial Drivers.
- Additional Duties and Responsibilities:
  - Provides information and analysis in support of labor negotiations.
  - Provides information and analysis in support of the budget process.
  - Acts as liaison to and maintains records as required by regulatory agencies such as the State Controller's Office, Special District Risk Management Authority (SDRMA), Affordable Care Act (ACA), and California OSHA Injury Logs.
  - Maintains cooperative and effective working relationships with the management team, employees, and members of the public.
  - Performs special projects as assigned by the General Manager and other related duties as required.

<b>MINIMUM QUALIFICATIONS:</b>
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*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; and
- Five (5) years of progressively responsible experience in Human Resources Administration, including administrative, personnel safety, and risk management experience, with at least two (2) years of progressively responsible experience managing Human Resources staff, preferably in the public sector.

#### 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, FMLA, CFRA, EEO, Public Employment Relations Board (PERB), etc.
- Health and welfare programs, 457(b) or other deferred compensation programs, and California Public Employees' Retirement System (CalPERS) program administration.
- Human resources programs include but are not limited to recruitment, selection, compensation, classification, benefits, safety, training, and employee relations.
- Principles and practices of negotiation, leadership, motivation, team building, conflict management, and dispute resolution.
- Principles of supervision and performance management.

- Safety and risk management programs include but are not limited to workers' compensation, 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, union, and seasonal 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 recommendations.

#### LICENSES:

- Possession of a California or Nevada Driver's License; acceptable driving record at the time of appointment and throughout employment.
- Possession of active Professional in Human Resources (PHR) certification and/or active Society for Human Resource Management Certified Professional (SHRM-CP) is highly desirable.

#### TOOLS AND EQUIPMENT USED:

Modern office equipment such as the use of a personal computer, word processing, phone, calculator, copy machine, fax machine, and postage machine. Software application such as the District's Financial, Payroll, and Human Resources modules, Microsoft Office Suite 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 the 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 an approximate distance of 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.

<b>WORK ENVIRONMENT:</b>
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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 a specific location. The work environment can be quite hectic and requires the ability to perform multiple tasks.

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