

## HUMAN RESOURCES MANAGER

### JOB SUMMARY

Under administrative direction, plans, organizes, supervises and manages the Human Resources Department activities, including labor relations, risk management, benefits and compensation, recruitment and selection, and employee safety; supervises the District's water resources programs, and performs other related duties as assigned.

### EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Administers the District's Human Resources Department including development, interpretation and recommendation of personnel policies, programs and practices, and ensures conformance with modern personnel administration theory and practice.
- Serves as a resource for the organization in all areas of human resources and risk management; provides support to management staff and supervisors in the interpretation and applications of labor agreement provisions, performance evaluations, grievance procedures, disciplinary actions and the application of the District policies and procedures.
- Administers the District's risk control program, including the District's liability, property, and workers' compensation programs. Coordinates with insurance carrier and District staff regarding claims; prepares reports and recommendations.
- Manages the District-wide safety program to ensure a safe work environment, and ensures conformance with applicable local, state and federal regulations.
- Administers classification and compensation systems; develops and updates job classifications; conducts salary and benefit surveys; and recommends pay adjustments.
- Directs the District's benefits program; determines carriers; makes recommendations on plan designs and deductibles; coordinates with broker regarding insurance rates and changes.
- Recommends staffing levels and organizational changes.
- Coordinates training programs for managers, supervisors and employees.
- Develops and administers departmental budgets and the general services budget.
- Develops and implements programs for employee recruitment, selection, testing, orientation, development and evaluation.
- Directs employee relations matters including meet and confer, discipline procedures, and grievances.
- Serves as labor negotiator with the General Manager in labor negotiations. Identifies issues and recommends changes to bargaining unit contracts; serves as liaison between union representatives and the District.
- Directs the District's workers' compensation program; serves as a liaison between District and insurance carrier, employee, legal counsel, and other administrative organizations.

- Oversees the preparation and maintenance of employee personnel records and policies.
- Prepares agenda materials and staff reports for the General Manager and Board of Directors.
- Supervises the District's water conservation and cross connection control programs.
- Attends Board meetings when necessary to present reports and render professional advice.
- Advises subordinates of performance standards, observes and documents performance and prepares periodic and special evaluations of performance.
- Prepares supporting documentation, and recommends employee recognition and discipline.
- Counsels employees on matters related to performance and employment status.
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### Knowledge of:

- Public personnel administration including the methods utilized in recruitment and selection, classification, salary, and benefits administration.
- Labor relations in the public sector.
- Federal, state and local laws and regulations governing employment and employee safety.
- Compensation and classification systems.
- Principles of supervision and effective employee management, motivation and discipline.
- English usage, spelling grammar and punctuation at an advanced level.
- Modern office practices and procedures.

#### Ability to:

- Exercise sound judgment and resolve conflicts in an equitable and responsive manner.
- Maintain compliance with laws relating to employment practices, and occupational safety and health regulations.
- Identify needs and formulate solutions to various personnel and risk control issues.
- Use tact and diplomacy in discussing sensitive personnel matters, maintaining confidentiality.
- Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines.
- Establish, promote and maintain effective public relations and a positive image for the District.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with District staff, outside agencies, and the general public.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.
- Research, analyze and prepare comprehensive reports and make recommendations.

#### Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of progressively responsible management experience in public-sector personnel administration, including labor relations, occupational safety, and risk

management, and at least four years of supervisory experience is required.

Education: Bachelor's degree from an accredited college or university in human resources, management, public administration or closely related field is required.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Typical Physical Demands and Working Conditions:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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