

HUMAN RESOURCES MANAGER

JOB SUMMARY

Under administrative direction, plans, organizes, supervises and manages the following programs and activities: human resources, risk management, employee safety, labor relations, information technology, water resources, public information and administrative support; performs related work as assigned.

The employee also functions as a member of the District's management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the employee's areas of specialization.

EXAMPLE OF DUTIES

- Plans, schedules, supervises, reviews, and evaluates the work of staff engaged in a variety of programs and administrative activities supporting District operations, including: human resources, risk management, employee safety, labor relations, information technology, water resources, public information and administrative support; identifies opportunities for improvement and directs the implementation of changes.
- Develops and administers the department and general services budgets; monitors expenditures throughout the year.
- Provides support to the General Manager and Board of Directors; prepares and reviews agenda memos and staff reports; reviews drafts of official documents; supervises the maintenance of Board records, dissemination of all actions and the Legislative Code; administers various legally mandated programs for board members and management staff.
- Serves as the District's Public Information Officer; gathers information and responds to public information requests; works with management team regarding public relation matters; administers the District's records management program.
- Serves as the District's Risk Manager; administers the District's risk control programs, including liability, property, workers' compensation, employee safety and training, emergency planning and regulatory compliance; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations; prepares reports and recommendations; ensures conformance with applicable local, state and federal regulations.
- Serves as labor negotiator with the General Manager; identifies issues and recommends changes to bargaining unit contract; serves as liaison between union representatives and the District.
- Directs employee relations matters including meet and confer, grievances and employee disciplinary policies and procedures; provides assistance and makes recommendations on disciplinary issues and actions; conducts investigations; prepares performance improvement plans; refers employees to employee assistance program as needed.
- Reviews and updates employee handbooks to comply with established laws, policies, and procedures.
- Develops, recommends, interprets, and administers human resources policies, programs, and practices; provides professional assistance and advice to District staff regarding wages, work hours and working conditions; counsels employees on work related issues; keeps informed of and ensures compliance with applicable local, state, and federal laws.

- Plans, designs, directs, supervises, and conducts recruitment and selection processes for obtaining qualified employees including application reviews, written and performance tests, interviews, and assessment techniques.
- Administers and maintains classification and compensation systems including job analyses, salary and benefit surveys, writing and updating class specifications; makes pay adjustment recommendations; prepares development and succession plans; recommends staffing levels and organizational changes.
- Directs District benefit programs; determines carriers; makes recommendations on plan designs and deductibles; designs and recommends new and/or modified programs in accordance with the memorandum of understanding; coordinates with providers regarding insurance rates and changes.
- Develops, maintains and monitors an employee performance appraisal system; supervises and monitors processing of personnel and payroll action documents related to employee pay and benefits and ensures adequate security, control, and maintenance of confidential records and information.
- Advises subordinates of performance standards, observes and documents performance and prepares periodic and special evaluations of performance.
- Attends Board meetings to present reports and render professional advice.
- Administers miscellaneous general services functions such as building security, facilities maintenance issues and District lease agreements.
- Performs other related duties as assigned.

Knowledge of:

- Public personnel administration including the methods utilized in recruitment and selection, classification, compensation, employee relations and benefits administration.
- Labor relations in the public sector.
- Federal, state and local laws and regulations governing employment and employee safety.
- General knowledge of regulatory affairs, risk management, liability and property insurance, public relations, water conservation, cross connection control, information technology, and facility maintenance.
- General knowledge of the Public Records Acts and the Ralph M. Brown Act.
- Employee performance appraisal methods and systems.
- Personnel and confidential record keeping methods.
- Principles of supervision and effective employee management, motivation and discipline.
- Principles of training, presentations, proper report writing and correspondence.
- English usage, spelling grammar and punctuation at an advanced level.
- Modern office practices and procedures.
- Applicable safety precautions and procedures.

Ability to:

- Oversee and manage multiple and diverse programs, plan, develop, organize, administer, review, and evaluate human resource programs in compliance with established policies and laws.
- Evaluate, develop and implement effective recruitment and selection, placement, classification, compensation, orientation, training, and discipline programs.
- Plan, organize, assign, supervise, review and evaluate the work others.
- Resolve conflicts in an equitable and responsive manner.

- Use tact and diplomacy in discussing sensitive, complex personnel and district matters, maintaining confidentiality.
- Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines.
- Establish, promote and maintain effective working relationships with District staff, outside agencies, and the general public, conveying a positive image for the District.
- Formulate and administer departmental budget and allocate limited resources in a cost-effective manner.
- Identify needs, exercise sound judgment, flexibility, creativity and sensitivity in response to various personnel and risk control issues, difficult situations and changing District priorities.
- Provide administrative and professional leadership and direction.
- Understand, interpret, explain and apply District, state and federal laws, policies, regulations and court decisions applicable to areas of assigned responsibility.
- Research, analyze and prepare comprehensive reports and make recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and publicly present reports and other communications effectively.
- Represent the District in a variety of meetings and settings.

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, business management, public administration or closely related field is required.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier; 2) Possession of a current IPMA-CP certification is highly desirable.

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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