



POSITION DESCRIPTION

TITLE: HUMAN RESOURCES MANAGER

REPORTS TO: General Manager

GRADE: 17

FLSA: Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) Safety/Risk Compliance Administrator, Human Resources Analyst, Records and Contracts Coordinator

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Bachelor's degree in Business Administration, Human Resources Management or equivalent. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of seven years of progressive Human Resource experience including three years in a supervisory capacity. Specific experience to include employee relations, recruitment, compensation and benefits, labor relations, public relations, safety and workers' compensation; knowledge of water and wastewater, civil engineering, financial and operating principles, management theory and applicable California and Federal laws and regulations. Ability to effectively utilize a personal computer, peripherals, and related word-processing and spreadsheet programs. Ability to prepare and monitor adherence to budgets. Proven ability to organize and manage competing priorities; excellent verbal and written communication skills.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general direction and review results; Board of Directors to make recommendations and presentations as required; District management and employees to discuss, advise and resolve labor and public relations issues; direct reports to provide direction, specific work assignments and review results; all other District personnel as required.

EXTERNAL: Interaction with government representatives to respond to human resource issues; employee association representatives to negotiate contracts and facilitate problem resolution; outside consultants to engage their services and direct project flow; peers to discuss technical and labor relations issues; District customers for public relations events; all others as required by the position.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent written and verbal communications skills; ability to operate a personal computer and peripherals; able to tolerate periods of continuous sitting and exposure to a

computer screen, ability to tolerate occasional travel by air or train; may, on an infrequent basis, assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Work will include occasional travel. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under general direction of the General Manager, this at will position is responsible for the administration and supervision of the Human Resources Department. Manages employee programs, safety programs, benefits administration, recruitment, training, and records. A comprehensive knowledge and understanding of District safety rules and regulations, as well as active leadership in the District's safety program is necessary. Support of the District Strategic Plan and Mission Statement is essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly 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 or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
15%	Participates in Labor-Management negotiations and administers the agreed-upon contract: <ul style="list-style-type: none">• Coordinates with legal counsel, union representatives, management, and employees on labor relations matters.• Resolves labor relations issues for District personnel.• Acts as District community representative when designated, including: EEO (Equal Employment Opportunity Officer, CalPERS (California Public Employees' Retirement System) Election Officer, Filing Officer for the County Registrars office, Employee Transportation Coordinator and Credit Union Representative.
20%	Manages employee relations, employment, and benefit administration: <ul style="list-style-type: none">• Negotiates, advises, and administers all benefit related contracts for District employees including: health, dental, vision, life, disability, Section 125, retirement, COBRA, unemployment, workers' compensation and others.• Advises District and directs implementation and follow-up on policies and procedures related to personnel and labor management.• Ensures compliance with pertinent local, California and Federal regulations regarding human resources and safety.
15%	Develops personnel related policies and procedures: <ul style="list-style-type: none">• Manages safety and risk management programs.• Manages training and follow-up as needed to ensure that District personnel are provided training in, and thoroughly understand, the policies and procedures of the District.• Analyzes current policies and procedures to ensure compliance with current local, California and Federal regulations.

- 20%** Manages all stages of employment/separation processes and initiates the recruitment of new employees:
- Facilitates advertising, screening, interviewing and hiring of candidates.
 - Coordinates background investigations and medical testing as needed.
 - Oversees maintenance of personnel files.
 - Facilitates and administers new hire orientation and benefit enrollment for new hires.
 - Supervises the separation process including exit interviews, COBRA notifications, and other required forms and agreements.
 - Integrates salary administration programs with the Finance Department:
 - Facilitates performance evaluation, training activities and employee recognition programs for employees.
 - Directs management in the completion of orientation, training, and performance evaluations to ensure compliance with District standards and expectations.
- 20%** Other management duties, including:
- Plans budgetary guidelines and assures departmental operations within allocated amounts.
 - Professionally represents the District at a variety of internal and external meetings.
 - Makes policy recommendations regarding operations and procedures.
 - Responds to emergency situations and personnel problems using sound judgment.
 - Manages labor resources effectively, conducting evaluations, documentation of performance and ensuring training is completed.
 - Supports the District Strategic Plan and Mission Statement by keeping staff informed and involved.
 - Implements the department's record retention requirements for data management.
 - Acts as a positive role model.
 - Performs successfully in a team environment.
 - Monitors the Administrative Code relating to departmental responsibilities and recommends changes/updates as needed.
 - Oversees the District's records and contracts management system, including manual & electronic document filing, event scheduling for the Board, and required Fair Political Practices Commission (FPPC) documents for all employees.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- 10%** Performs all related duties as assigned.