



## POSITION DESCRIPTION

---

**TITLE: HUMAN RESOURCES MANAGER**

**REPORTS TO:** General Manager

**GRADE: 16**

**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. Standard First Aid and CPR certifications 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

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.

<b>% TIME</b>	<b>TASKS</b>
<b>15%</b>	Participates in Labor-Management negotiations and administers the agreed-upon contract: <ul style="list-style-type: none"><li>• Coordinates with legal counsel, union representatives, management and employees on labor relations matters.</li><li>• Resolves labor relations issues for District personnel.</li><li>• 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.</li></ul>
<b>10%</b>	Manages Employee Relations and Benefit Administration: <ul style="list-style-type: none"><li>• 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.</li><li>• Advises District and directs implementation and follow-up on policies and procedures related to personnel and labor management.</li><li>• Ensures compliance with pertinent local, California and Federal regulations regarding human resources and safety.</li></ul>
<b>10%</b>	Develops personnel related policies and procedures: <ul style="list-style-type: none"><li>• Manages safety and risk management programs.</li><li>• 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.</li><li>• Analyzes current policies and procedures to ensure compliance with current local, California and Federal regulations.</li></ul>
<b>20%</b>	Manages all stages of employment/separation processes and initiates the recruitment of new employees: <ul style="list-style-type: none"><li>• Facilitates advertising, screening, interviewing and hiring of candidates.</li><li>• Coordinates background investigations and medical testing as needed.</li></ul>

- 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.

**15%**

Administration and coordination of the Safety/Risk Programs:

- Maintains current knowledge of applicable local, California and Federal safety regulations including Occupational Safety and Health (OSHA) guidelines, CFR 29, Title 8, ADA and other legal requirements relating to the safety of District personnel.
- Develops, administers and maintains the District's Safety and Wellness program to ensure the proper implementation of programs.

**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 judgement.
- 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.
- Manages the Records and Contacts division.

---

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**

Performs all related duties as assigned.