

JOB DESCRIPTION

Job Title	Human Resources Manager	Supervisor	Director of Finance and Administration
Department	Finance & Administration	Class Group	Manager
Division	Human Resources	Salary Grade	E114
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under the direction of the Director of Finance and Administration, the Human Resources Manager plans, organizes, directs, coordinates, and implements the District’s human resources, safety, and workers’ compensation programs, functions, and activities. The Human Resources Manager serves as key advisor to the General Manager and the Director of Finance and Administration.

ESSENTIAL DUTIES

Duty 1

Serves as principal management representative with District’s Chief Labor Relations negotiator in negotiations; develops and recommends positions for negotiations, analyzes impact and costs of proposals; communicates issues and positions to GM and Department Heads.

Duty 2

Develops, revises and implements District personnel policies and procedures; interprets and applies Federal and State rules and regulations, Memoranda of Understanding, benefit regulations, and other requirements; counsels and advises employees and the public on matters related to employment, promotion, retirement, benefits, etc.; answers work related questions from District employees, outside agencies, and others; assists in designing and implementing current and long-range plans, policies, and procedures.

Duty 3

Directs and oversees the District’s recruitment, promotion and selection process to insure a large qualified talent pool, and a fair and equitable selection of best candidates for the District’s workforce.

Duty 4

Develops, directs, monitors, and implements the District’s safety, health, and workers’ compensation program policies and programs; chairs the District’s Safety and Occupational Committee; insures that employees receive on-going safety and OSHA compliance training; investigates/reviews accidents, and recommends corrective/preventive actions.

Duty 5

Designs, develops, and directs the District’s Strategic Workforce Planning Programs to insure the identifications of current and future staffing needs; indentifies required skills, certification and educational requirements; directs the mentorship program; and training and development programs and activities.

Duty 6

Provides assistance, counsel, and direction to supervisors and managers in matters regarding employee issues, discipline, corrective actions; conducts conflict resolutions, investigates, recommends and prepares appropriate disciplinary actions.

Duty 7

Oversees and insures a positive employee relations work environment through communications; resolves conflicts promptly and effectively; maintains a harassment free workplace; develops and administers policies fairly, consistently and equitably; and complies with state and federal employment laws and regulations.

Duty 8

Develops, directs and oversees the District's benefits and compensation policies and programs; insures that pay and benefits are competitive and cost effective to attract, retain, and motivate employees.

Duty 9

Keeps abreast of new and innovative developments in human resources, safety and health; designs and recommends cost effective programs to increase productivity, employee and organizational effectiveness; provides the GM and the Director of Finance and Administration with counsel and direction on new developments, especially those affecting legal or compliance issues.

Duty 10

Interviews, recommends selection of candidates, trains and develops employees; prepares and conducts effective and timely performance evaluations; handles personnel issues and documents appropriately; carries out approved disciplinary actions.

Duty 11

Interviews and recommends selection of candidates; establishes performance expectations and performance standard for the division; oversees plans and actions for employee development; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles and practices of public personnel administration, including job analyses, recruitment and selection, benefit administration, classification, and employee relations;
- ◀ State and Federal laws and regulations in such areas as FMLA, ADA, workers' compensation, property/liability insurance, harassment and discrimination, OSHA, employment-related contracts administration, and employee discipline administration;
- ◀ Principles and practices of occupational health, safety and workers' compensation; accident investigation techniques.

ABILITY TO:

- ◀ Apply the principles and practices of public personnel administration;
- ◀ Analyze, evaluate, and summarize information, materials, and data to prepare clear, concise, and accurate reports, correspondence, and other material;
- ◀ Plan, organize, direct, schedule, control and coordinate a wide variety of human resource activities;
- ◀ Deal effectively with employee relations matters;
- ◀ Use a variety of business and human resource software applications;
- ◀ Communicate effectively, verbally and in writing with people at different levels of an organization;

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- ◀ Analyze complex programs and recommend effective solutions;
- ◀ Develop and coordinate a comprehensive personnel program;
- ◀ Understand laws, policies, rules, and regulations and effectively apply them to settings and situations within the District.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; and to reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university in either public administration, business administration, or related field with major course work in personnel administration or human resources.

EXPERIENCE: Five (5) years of senior level personnel/human resources experience including independent responsibility for employee relations administration. Risk management experience is desirable.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

SPHR/SPHR-CA