

Las Virgenes Municipal Water District

Administers on the job injury claims with workers' compensation carrier; schedules employees with District physician; schedules and monitors annual physicals, spirometry and audiograms for designated groups of employees; administers commercial driver license programs and maintains records of random drug and alcohol testing in compliance with DOT regulations; coordinates safety and health trainings and programs.

Duty 5 **15**

Implements and interprets MOU provisions, HR policies, state and federal leave laws and regulations; ensures compliance with all applicable employment laws and equal opportunity regulations.

Duty 6 **15**

Administers and maintains District benefit programs including medical, dental, disability, life, FSA, employee recognition, COBRA, open enrollment, etc.

Duty 7 **5**

Consults with managers and employees on issues and problems; conducts investigations; recommends appropriate resolutions before issues become grievances.

Duty 8 **10**

Works on special projects and assignments in support of the Human Resources Manager; assists Human Resources Manager during labor negotiations; serves on committees, taskforces, etc.; conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of human resource issues and topics; makes oral presentations as required; updates and revises written directives, manuals, policies and procedures as appropriate;

Duty 9 **5**

Performs other duties as assigned.

Sum of Weights **100**

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles and procedures of public personnel administration and management;
- ◀ District policies, Federal and State laws related to personnel administration;
- ◀ Recruitment and selection methods;
- ◀ Benefit enrollment policies and practices;
- ◀ Standard research and data collection methods and techniques
- ◀ Basic office software and computer systems and human resource computer applications.

ABILITY TO:

- ◀ Prepare a variety of technical reports;
- ◀ Schedule and coordinate activities, events and meetings;
- ◀ Type at a rate of 50 wpm;
- ◀ Work independently, and use a personal computer in the performance of required work;
- ◀ Perform mathematical calculations accurately;
- ◀ Communicate in an effective manner with applicants, employees and others in a one-on-one or group setting.

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: Both levels: A Bachelor's degree in business administration, business management with an emphasis in Human Resources or other related field is required.

EXPERIENCE: Human Resources Analyst I - One (1) year of professional-level human resources program support experience is required.
Human Resources Analyst II – Three (3) years of professional-level human resources program support experience is required.
Two (2) years of responsible human resources or administrative support experience is required.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

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

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

An IPMA-Certified Professional (IPMA-CP) or IPMA-Certified Specialist (IPMA-CS) certification from the International Public Management Association for Human Resources. A Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification from the Society for Human Resource Management.