

## **HUMAN RESOURCES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general administrative direction, plans, directs, manage and oversees the functions, programs, and operations of the Human Resources and Risk Management Divisions including employee relations, recruitment and selection of employees, health benefits administration, training, performance management, classification/compensation program, and risk and safety management programs; and provides highly responsible and complex administrative support to the Assistant General Manager.

### **DISTINGUISHING CHARACTERISTICS**

This position has responsibility for assigned human resources and risk management programs. The Human Resources Manager oversees projects and assignments of professional, technical, and administrative support staff. The position is distinguished from professional and technical classifications in the Human Resources job series by its greater level of specialized knowledge, breadth of supervision, and decision-making authority in matters relating to the division.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Assistant General Manager.

Direct supervision is provided to Risk Management Analyst, Safety Analyst, and Human Resource Analyst, and Administrative Assistant.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assumes responsibility for all personnel related services and activities including salary and benefits administration, workers compensation, employee relations, recruitment and related personnel functions.
2. Develop and implement personnel goals, objectives, policies and priorities for assigned programs; recommend and administer district benefits.
3. Ensure compliance with District policies and procedures and current employment laws, disciplinary actions, grievances and policy interpretation; interact with District legal counsel as necessary.
4. Coordinate or conduct employee orientation and staff training for new District personnel; work with management personnel to correct employee deficiencies.
5. Manage and facilitate benefit enrollments; coordinate with insurance representatives; serve as a liaison between employees and the insurance agency; follow-up on complaints and inquiries.

## **HUMAN RESOURCES MANAGER**

6. Administer health insurance retirement, deferred compensation, confidential and employee assistance programs; investigate various programs and make recommendation for implementation.
7. Direct and oversee the recruitment process; test, screen and interview applicants; adhere to laws related to recruitment.
8. Ensure timeliness of performance evaluation, merit step advances, salary adjustments, entitlement to leave credits and provision of employee benefits.
9. Coordinate and conduct a variety of studies; collect and evaluate labor market data; analyze internal salary relationships; conduct salary surveys.
10. Provide advice to employees, managers and supervisors on a variety of personnel related issues.
11. Oversee the preparation and maintenance of personnel files, job classifications benefit enrollment changes and other personnel related documents.
12. Serve as liaison for personnel programs and activities with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues and related concerns.
13. Oversees, manages and supervises staff involved in the development and implementation of the District's Safety and Health Program.
14. Manage the workers' compensation program, OSHA reporting and claims analysis.
15. Assist with planning, developing, coordinating and administratively supporting the District's safety and health programs.
16. Working with key District personnel, develop and administratively support the District's safety and health program to include emergency management and disaster preparedness programs.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.
18. Regular attendance at the work site.

### **Marginal Functions:**

1. Prepare statistical data on human resources and risk management related programs.
2. Performs related duties and responsibilities as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

##### **Human Resources Management**

Complex principles and practices of human resources management.  
Complex principles and practices of personnel administration.

## **HUMAN RESOURCES MANAGER**

Principles and procedures of financial record keeping and reporting.  
Principles of business letter writing and basic report preparation.  
Modern office procedures, methods and equipment including computers.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

### **Risk/Safety Management**

Risk Management and loss prevention principles, practices, theories, laws and regulations.  
Injury and Illness Prevention Program (SB198).  
Workers' Compensation administration, policies, procedures and regulations.  
Training techniques.

### **Skills in:**

Operating a personal computer and related software.  
Operating a digital camera and scanning equipment.  
Dealing tactfully with people.

### **Ability to:**

Provide professional leadership in human resources management, professional/administrative support to managing safety/risk management programs.  
Develop and implement risk and safety programs, including goals, objectives, policies and procedures.  
Oversee recruitment, selection, and training of new employees.  
Develop and administer goals, objectives and procedures.  
Administer an assigned department budget.  
Keep necessary records associated with the conduct of job recruitments.  
Respond appropriately to inquiries from employees and job applicants.  
Keep detailed and accurate records.  
Explain employee benefit issues to employees.  
Maintain confidentiality.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

## **REQUIRED QUALIFICATIONS**

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

5 to 7 years of professional experience in the human resources, risk/safety management support, and at least two years of supervisory and administrative responsibility.

## **HUMAN RESOURCES MANAGER**

### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in human resources, business or public administration or a related field.

### **Licenses and Certificates:**

A valid California Class C driver's license.

Certificate in Human Resources Management is required.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

### **Environmental Conditions:**

Standard office setting; frequent interaction with District staff and general public.

### **Physical Demands:**

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

### **Hearing:**

Hear in normal audio range with or without correction.

JOB STATUS: Exempt

DATE ADOPTED: October, 2007

DATE MODIFIED: January, 2015

Safety Sensitive Position