



# HUMAN RESOURCES MANAGER

## **SUMMARY**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for the Human Resources functions and activities, including recruitment and selection, employee benefits administration, job analysis and classification, compensation, payroll, and general Human Resources administration; assists in coordinating assigned activities with other District departments, outside agencies, and the public; provides highly responsible and complex professional staff assistance to the General Manager in areas of expertise; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant General Manager or General Manager. Exercises general and direct supervision over technical and administrative support staff.

## **DISTINGUISHING CHARACTERISTICS**

This management classification oversees, directs, and participates in the Human Resources activities and programs and is responsible for providing professional-level staff assistance to the General Manager in the areas of expertise. Responsibilities include performing and directing the department's day-to-day administrative functions and short- and long-term planning and development. Successful performance of the work requires an extensive professional background coordinating human resources work with that of other departments, public agencies, and regulatory agencies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes overall management responsibility for the Human Resources functions and activities, including recruitment and selection, employee benefits administration, job analysis and classification, compensation, answers payroll related policy questions, and general human resources administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for Human Resources functions and programs; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Manages and participates in the development and administration of the Human Resources annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies and makes recommendations on the same; monitors expenditures; recommends and implements adjustments as necessary.
4. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training as needed; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the General Manager.
5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the General Manager; directs the implementation of improvements.
6. Interprets, explains, and advises on human resources policies and procedures for District management and supervisory staff as well as other District employees, boards, commissions, and committees.
7. Ensures District compliance with legal and regulatory requirements as they relate to the areas of assignment; makes recommendations for and implements changes in District policies, procedures, rules, and regulations as necessary to remain compliant with federal, state, and local laws, codes, and ordinances.
8. Represents the department with other District departments and outside agencies; attends meetings in various locations; provides staff support to, committees, and task forces as required; explains and interprets departmental programs, policies, and activities.
9. Conducts a variety of departmental, organizational, and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources and other types of public services as they relate to the area of assignment.
11. Maintains and directs the maintenance of working and official departmental files.
12. Manages human resources staff.



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13. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
14. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Board of Directors, General Manager, and Personnel Committee.
15. Responds to difficult and sensitive inquiries and complaints and assists with resolutions and alternative recommendations.
16. Performs other duties, as assigned.

### QUALIFICATIONS

#### Education and Experience:

- Bachelor's degree in human resource management, business or public administration, or a related field is required; Master's degree is highly desirable;

**AND**

- Five years of relevant experience working, with at least three years in a supervisory capacity.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

#### Knowledge of:

- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility.
- Administrative principles and practices, including goal setting, program and policy development, implementation, and evaluation.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review, discipline, and evaluation and the training of staff in work procedures.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of comprehensive human resources program development, implementation, and management.
- Principles and procedures of technical report writing, and preparation of correspondence and presentations.
- Principles and practices of recordkeeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District and department.
- Effectively administer a variety of human resources programs and administrative activities.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Maintain confidentiality.
- Speak effectively in public.
- Plan, organize, direct, and coordinate the work of technical and support personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.



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- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Licenses and Certifications:**

- Relevant professional certifications are desirable.

### **PHYSICAL DEMANDS**

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: 1025L

FLSA Status: Exempt

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