

JURUPA COMMUNITY SERVICES DISTRICT 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 direction of the General Manager, performs a variety of routine to complex professional and technical duties in support of the District's Human Resource programs, including recruitment and selection, classification, compensation, employee relations, labor relations, performance appraisal, benefits, and staff development; and performs related work as assigned.

CLASS CHARACTERISTICS

Human Resources Manager supervises a small unit and participates in the delivery of human resource program services in assigned areas of functional responsibility. The incumbent provides professional advice and council to District managers, supervisors, employees and carries out difficult and complex responsibilities requiring a high degree of professional, organizational and interpersonal knowledge, skill and sensitivity.

Human Resources Manager is distinguished from a Human Resources Specialist II in that the Human Resources Manager supervises a small staff and performs more difficult and complex assignments requiring the application of independent judgment and a broader knowledge of Human Resources principles and practices.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Directs, plans, and organizes the day-to-day programs and activities of the Human Resources Department.

Plans and evaluates the performance of Human Resource staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District personnel rules, policies and labor contract agreements.

Provides day-to-day activities of assigned areas of functional responsibility; conducts organizational and position classification and compensation studies; implements audits

and prepares new or modified job analysis documents and job descriptions; and/or MOU implementations. recommends changes regarding incumbents, classes and class series; designs, supervises and conducts special surveys and studies regarding compensation and other human resource management issues; provides classification, compensation and benefits information to other organizations; supervises day-to-day administration of District benefit programs.

Supervises and participates in internal posting, recruitment and selection programs and activities; directs the preparation of job announcements, advertisements and other recruitment materials; screens applications for qualifications; coordinates, designs and administers job-related selection procedures, including but not limited to application reviews, written and performance tests, interview and assessment techniques; coordinates pre-employment drug testing, background and reference checks, physicals; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines. Answers applicant and candidate questions regarding District employment and benefits; generates notices and correspondence to applicants, candidates and District staff and assists Departments with the selection of new employees and promotions of existing staff. Completes the required forms; processes new hires and assists in conducting new employee orientations.

Participates in the labor negotiations and employee/employer relations process; participates in contract negotiations with employee association representatives; researches contract proposals, develops recommendations and advises managers regarding employee relations procedures, issues, cases, such as grievances, disciplinary actions human resource policies, and contract application and interpretation; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues; provides staff support to the disciplinary review committee; resolves or assists in the resolution of disputes through a variety of resolution vehicles; works with and assists outside counsel in representing the District during litigation.

Prepares proposals and contract amendments; coordinates the preparation of final contracts and related implementation documents; assists with the implementation of final contracts; conducts labor related research and develops informational reports and statistics relative to the meet and confer process.

Confers with and interprets policies, procedures and regulations to District management, staff, personnel committee, on positive employee relations practices as necessary.

Administer the District's employee benefit plans, including health, dental, life, retirement, deferred compensation, COBRA benefits, the Family Medical Leave Act Program, Worker's Compensation cases and related projects/programs.

Assemble and distribute benefit plan descriptions, promotional materials and notices in compliance with federal and state requirements.

Research, analyze and make recommendations on new, existing and proposed benefit

programs; develop procedures to implement program changes; review contracts to ensure District needs and requirements are met.

Organize and conduct employee benefits orientation and briefing sessions on benefit plans/plan changes.

Organize the open enrollment process; counsel's employees regarding employee benefit plan coverage, eligibility for benefits and claims procedures; process enrollment changes, sets up and maintains employee benefit plan records; assists employees in filing service and disability retirement applications; accepts employee retirement applications and ensures documentation to support application is complete.

Provides new employees information on benefit plans and enrollment decisions required and processes new employee enrollments.

Handles the termination process providing terminated employees information on their rights to various benefits after they leave the District.

Administers the District's COBRA and Family Medical Leave Act Program to ensure compliance with federal and state notice and administrative requirements.

Maintains benefit plan records and related files.

Assists in the process and preparation and completion of the weekly District payroll is done. Reviews timekeeping reports to resolve errors in time reported, verify earnings and deductions, ensures accurate reporting of changes in pay, payroll status, taxes, other deductions and benefits, as well as retroactive pay adjustments such as wage liens and garnishments and terminations in accordance with legal and District requirements. Answers department and employee questions regarding payroll and benefit deductions; explain policies and procedures.

Generate and distribute timekeeping schedules and reports to departments.

Prepare and maintain confidential employee health, medical, financial records, benefit reports, statistics and various Human Resources reports.

Recommend and help in the development and implementation of safety and training policies, procedures and programs to comply with regulatory requirements.

Assist with the evaluation of employee accident and injury reports and follow up to ensure action is taken. Maintain employee Safety and Training files and records.

Prepare training curricula and materials, coordinate training presentations with other Departments, Divisions and special District-wide training courses, as required.

Assist with the development of instructional aids such as training handbooks and manuals, case studies, skills' exercises, demonstration models and visual aids.

Assist with the preparation of business emergency plans as required by government agencies.

Attend professional group meetings, seminars and conferences to stay abreast of new trends and innovations in the field of Human Resources, Safety, Worker's Compensation and related training.

Compose correspondence to plan administrators, providers, and employees.

Perform a variety of general office support work.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school, coursework in business administration, human resources, psychology or a related field; five years of increasingly responsible human resource experience; or the equivalent combination of training and experience. Experience in a public agency setting is preferred.

Knowledge and Skill Levels:

Basic practices and techniques of public personnel administration, including recruitment, testing and selection programs, affirmative action, employee relations; classification and job analysis, compensation; basic training principles and practices; basic benefits program administration employee development, and performance planning and appraisal; principles and practices of labor relations, including negotiation and contract administration techniques; federal, state and local laws and regulations applicable to areas of assigned responsibilities; District administrative regulations, personnel policies and Memoranda of Understanding provisions; benefit program principles and practices, including claims processing, benefits reporting and insurance/benefit plan record keeping; applicable federal, state and local laws and regulations governing the administration of benefit plans; standard employee benefit plans, coverage and insurance recording keeping requirements; benefits analysis and administration; basic labor relations principles and practices, including contract.

Ability to:

Analyze and make sound recommendations on complex human resources management issues; understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions governing the District's human resource management program; present proposals and recommendations clearly and logically; represent the District effectively in negotiations and other dealings with employee association representatives on a variety of issues; help develop effective training to District managers, supervisors and employees as needed. Exercise sound, independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, employee association

representatives, other District officials and employees, exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations. Operate a computer, calculating machine and other standard office equipment; organize, set priorities, policies, procedures, benefit plan provisions and labor contract provisions; make calculations and tabulations and review fiscal and related documents accurately and rapidly and follow written and oral directions.

Physical Requirements:

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; interact with District managers, supervisors and staff who may be dissatisfied or upset; use office equipment such as computer terminals, copiers, ten key adding and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges.

Special Requirements:

Possession of a Class C California driver's license and a satisfactory driving record.

Certification in Human Resources and/or PHR/SPHR Certification.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA –EXEMPT

Range 99

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