



JOB DESCRIPTION

TITLE: Human Resources Manager
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 20

JOB SUMMARY:

Incumbent is responsible for managing and administering the Human Resources activities of the District, including recruitment and selection, wages and benefits, employee training and development, labor and employee relations, change management, and performance management and evaluation.

REPORTING RELATIONSHIPS:

This position reports to the Administrative Services Manager. This position supervises two Human Resources Analyst positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages a team of Human Resources professionals to provide HR services to the District
- Develops strategies for attracting, retaining, and replacing strong employees for District positions;
- Works with District managers to develop and sustain training programs to increase staff capabilities and adapt to changing conditions;
- Works with Department Directors to evaluate staffing levels and strategies to carry out work programs;
- Evaluates trends and changing conditions in order to adapt District hiring, employment practices and programs to meet evolving challenges;
- Develops and oversees a diversity, equity and inclusion program
- Works with the Board of Commissioners and Management Team to develop and carry out the collective bargaining process;
- Oversees and participates in various HR services performed by the HR team, including but not limited to:
 - Recruitment, evaluation, and hiring of District staff
 - District compensation and benefits program
 - Employee performance evaluation program
 - Disciplinary investigations
 - Development and updating of HR policies
 - Maintenance of confidential employee records
 - Training needs assessments
 - Wage and benefits surveys
 - Affirmative Action/EEO program

MINIMUM QUALIFICATIONS:

Knowledge of:

- Public sector human resource management principles, concepts, and practices;
- Customary human resources program, procedures, and policies;
- Applicable federal, state and local laws and regulations;
- Demographic trends and their impact on employment issues;
- Process improvement methods and techniques;
- Methods, techniques and practices in the administration of job classification, compensation, benefits, recruitment and selection and employee relations; and
- Supervisory theory and practice.

Skill in:

- Employee relations;
- Establishing and maintaining effective interpersonal relationships with employees within all organizational levels, District customers, and the public;
- Effective communication and interpersonal skills as applied to interactions with co-workers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
- Leadership;
- Contract administration and union negotiations;
- Writing reports, correspondence, policies and procedures;
- Conflict resolution and group facilitation;
- Public speaking and presentation;
- Program planning and prioritization;
- Operating office equipment such as phones and copiers; and
- Operating a computer, and a human resources information system;

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of progressively responsible experience in human resources program administration and management and a Bachelor's Degree in Public Administration or Business Administration. SPHR, PHR, SHRM-CP, SHRM-SCP, and/or CLRP certification is preferred.

WORKING CONDITIONS:

Duties are performed in an office environment and require travel to District offices and facilities.

PHYSICAL REQUIREMENTS:

The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. and constantly operates a computer and other standard office

equipment. The person in this position frequently communicates with employees and must be able to exchange accurate information in these situations.

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

CLASSIFICATION HISTORY:

- Approved: November 6, 2000
- Revised: February 13, 2006 – Job description upgraded
- Revised: June 19, 2007 – Pay grade increased from pay grade 18 to pay grade 19 as a result of 2007 salary survey.
- Revised: May 2009 – Job description revised.
- Revised: September 2014: Job title changed from HR Administrator. Supervisory responsibility for HR/Management Analyst position added to job description
- Revised: Grade increase effective January 1, 2017
- Revised: Job Description updated in advance of recruitment (Dec. 28, 2018)