

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **DIRECTOR OF HUMAN RESOURCES**

**SUPERVISOR TITLE:** General Manager

**FLSA STATUS:**  Exempt       Non-Exempt       At-Will

**BARGAINING UNIT:**  RCWDEA       RCWD MPCEA       Unrepresented

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**DEFINITION**

As a member of executive staff, under direction of the General Manager, directs and implements comprehensive District-wide human resource programs and services; provides expert professional assistance and guidance to District management on human resources, employee relations, and safety management matters; and performs related duties as assigned

**CLASS CHARACTERISTICS**

This is an executive management level classification with responsibility for managing and directing a District department. Responsibilities consist of managing and integrating broad, comprehensive human resource management programs and services for the District to achieve effective utilization and development of District staff, good morale and productivity, and effective communication between management and employees. This position reports directly to the general manager and directly and indirectly supervises support staff. 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. This job classification is unrepresented and at-will

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

-  Plan, organize, manage, direct, and supervise a personnel program and establish methods for its operation, complying with Equal Employment Opportunity Commission (EEOC), Fair Employment Practices Commission, Federal Labor Standards Act (FLSA), and all other applicable federal, state, local laws, regulations, and statutes

- ✎ Organize the structure of the Human Resources Department, adjusting it in accordance with workloads and new and changing conditions
- ✎ Establish and implement uniform personnel policies and procedures, including employment practices
- ✎ Provide professional human resources and organizational development counsel in support of the District's strategic plan and initiative efforts
- ✎ Recommend, implement, and ensure compliance with policies and procedures, including the District's employee policy and procedure manual
- ✎ Develop and administer the performance appraisal/evaluation system of the District and ensure understanding and compliance
- ✎ Oversee and participate in hiring, supervising, training, and evaluating assigned staff and potential employees; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Manage, recommend, and administer the department budget; participate in monitoring appropriations and expenditures; recommend mid-year adjustments as necessary
- ✎ Administer District benefits, negotiate benefit plan provisions and rates, and chair employee benefit committees with employee associations
- ✎ Administer and maintain the District's compensation plan to include updating job descriptions, compensation studies, coordination of performance evaluations, and preparation of salary adjustment recommendations
- ✎ Assist management in the interpretation and administration of human resources related and safety related District policies, procedures, and employment practices
- ✎ Represent the District in human resources related legal matters
- ✎ Assist and counsel management regarding employee relations practices
- ✎ Establish, administer, and participate in the process concerning warning and disciplinary action involving employees that have violated District policies and procedures
- ✎ Serve as part of the Meet and Confer labor negotiations team; provide support and information to the District's negotiating team and administers labor agreements after Memorandum of Understanding (MOU) is approved
- ✎ Manage the Workers' Compensation program, OSHA reporting and claims analysis
- ✎ Coordinate and conduct management/supervisory training
- ✎ Maintain contact with various governmental and regulatory agencies, industry related agencies, and represent the District at public and professional organizations, as well as on committees/workgroups of local water agencies
- ✎ Attend regularly scheduled Board of Directors and committee meetings, providing input and expertise relative to human resources; prepare board and committee write-ups and make presentations to the Board/Committees.
- ✎ Develop, implement, and administer the District's wellness program

- ✎ Working with key District personnel, develop and administratively support the District's safety and health program to include emergency management and disaster preparedness programs
- ✎ Working with key District personnel, support periodic audits and inspections and monitor worksites and workplace or exposure to potential health and safety hazards
- ✎ Coordinate assigned activities and services with other District staff and outside agencies
- ✎ Directs the development and maintenance of centralized record keeping and documentation for personnel records and data bases, work related accidents, Cal-OSHA, safety training, and complete related reports
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

#### **Human Resources Management**

- ✎ Complex principles and practices of human resources management
- ✎ Complex principles and practices of personnel administration to include recruitment, compensation, employee relations, training, workers' compensation, and benefit administration
- ✎ Principles of employee supervision including training, development, and performance evaluation
- ✎ Techniques of public agency budget administration
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations, and services
- ✎ Employee benefits administration
- ✎ Applicable laws, codes, regulations, and California public agency labor law
- ✎ Personal computers, including Word, Excel, PowerPoint, and Lawson or other human resources management/payroll program.
- ✎ Meyers-Milias Brown Act (MMBA)

#### **Safety/Risk Management**

- ✎ Risk management and loss prevention principles, practices, theories, laws, and regulations
- ✎ Injury and Illness Prevention Program (IIPP) (SB 198)
- ✎ Workers' Compensation administration, policies, procedures, and regulations
- ✎ Training techniques

### **Ability to:**

- ✎ Provide professional leadership in human resources management professional/administrative support to managing safety/risk management programs
- ✎ Develop and conduct training sessions
- ✎ Develop and implement risk and safety programs, including goals, objectives, policies and procedures
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Implement and evaluate a full range of personnel/human resources management duties
- ✎ Select, supervise, train, and evaluate assigned staff
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Gain cooperation through discussion and persuasion
- ✎ Operate a personal computer including word, excel, power point, and desktop publishing programs and related software applications
- ✎ Coordinate and monitor third party contracts
- ✎ Review and analyze insurance policies
- ✎ Maintain records and reports
- ✎ Communicate effectively and obtain interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., to exchange or convey information and to receive work direction
- ✎ Organize, prioritize, and work on simultaneous assignments with attention to schedules and deadlines
- ✎ Prepare clear and concise reports (both verbally and in writing) including memoranda and correspondence
- ✎ Establish and maintain effective working relationships with others
- ✎ Exercise independent judgment and function effectively in a variety of difficult situations
- ✎ Offer helpful information in order to create a favorable public image for the District
- ✎ Comply with the District's safety, health, and environmental policies and procedures
- ✎ Use audio/visual equipment

## **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) to seven (7) years of public administration human resources, safety/risk management support, and supervisory experience

**Training:** Bachelor's degree with major course work in human resources, business management, organizational leadership, or a related field, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### **Licenses and Certificates:**

- ✎ California Class C Driver's License, required
- ✎ SPHR Certification preferred

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise
- ✎ Occasional travel by automobile conducting District business

## **OTHER REQUIREMENTS**

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date