



Human Resources & Risk Manager

Department/Division:	Human Resources
Reports To:	General Manager
Provides Direction To:	Human Resources Analyst; Human Resources Specialist-Confidential
FLSA Exemption Status:	Exempt
Date Prepared:	12/19/2024

GENERAL PURPOSE

Under general direction, to plan, organize, direct and implement a comprehensive District-wide human resource programs and services; to provide expert professional assistance and guidance to District management on human resources, employee relations, and risk/safety management matters; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Receives direction and reports to the General Manager and directly supervises support staff. 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 resources and risk 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. 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.

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.

- Plans, organizes, manages, directs, and supervises 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 the structure of the Human Resources Department, adjusting it in accordance with workloads and new and changing conditions.
- Establishes and implements uniform personnel policies and procedures, including employment practices.
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- Provides professional human resources and organizational development counsel in support of the District's strategic plan and initiative efforts.
- Recommends, implements, and ensures compliance with policies and procedures, including the District's employee policy and procedure manual.
- Develops and administers the performance appraisal/evaluation system of the District and ensures understanding and compliance.

- Oversees and participates in hiring, supervising, training, and evaluating assigned staff and potential employees; establish work standards and expectations; conducts performance evaluations; counsels and disciplines employees as required.
- Manages, recommends, and administers the department budget; participates in monitoring appropriations and expenditures; recommends mid-year adjustments, as necessary.
- Administers District benefits, negotiates benefit plan provisions and rates, and chairs employee benefit committees with employee associations.
- Administers and maintains the District's compensation plan to include updating job descriptions, compensation studies, coordination of performance evaluations, and preparation of salary adjustment recommendations.
- Assists management in the interpretation and administration of human resources related and safety related District policies, procedures, and employment practices.
- Represents the District in human resources related legal matters.
- Assists and counsels management regarding employee relations practices.
- Establishes, administers, and participates in the process concerning warning and disciplinary action involving employees that have violated District policies and procedures.
- Serves as lead negotiator and member of the Meet and Confer labor negotiations team; provides support and information to the District's negotiating team and administers labor agreements after Memorandum of Understanding (MOU) is approved.
- Manages the Workers' Compensation program, OSHA reporting and claims analysis.
- Coordinates and conducts management/supervisory training.
- Maintains contact with various governmental and regulatory agencies, industry related agencies, and represents the District at public and professional organizations, as well as on committees/workgroups of local water agencies.
- Attends regularly scheduled Board of Directors and committee meetings, providing input and expertise relative to human resources; prepares board and committee write-ups and makes presentations to the Board/Committees.
- Develops, implements, and administers the District's wellness program.
- Working with key District personnel, develops and administratively supports 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 monitors worksites and workplace or exposure to potential health and safety hazards.
- Coordinates 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.
- Maintains prompt and regular attendance.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- 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, or other human resources management/payroll program.
- Meyers-Milias Brown Act (MMBA); risk management and loss prevention principles, practices, theories, laws, and regulations.
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- 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.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor’s degree from an accredited college or university with a major in Human Resources, Business Management, organizational leadership or a related field is required.

And

Experience: Seven (7) years of human resources and safety/risk management experience, including two (2) or more years in a managerial capacity, preferably with a water utility organization with broad administrative responsibilities.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver’s license, and acceptable driving record.

SPHR Certification preferred.

PHYSICAL AND MENTAL DEMANDS

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 functions.

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, vendors, contractors, auditors, the general public, and others during the course of work.

The employee frequently works in an office environment with controlled temperature settings. The noise level is moderate, typically below 70 decibels.

The employee occasionally drives a vehicle to attend off-site meetings and functions and is exposed to traffic and variable weather conditions.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL

MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.