

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Human Resources Manager  
CLASSIFICATION: Exempt, At Will  
REPORTS TO: Executive Administrator  
SALARY: M-17  
DATE: August, 2017

### **Definition**

Under administrative direction, performs a variety of complex professional, confidential and technical activities in support of the District's human resource management programs, including recruitment and selection, classification, compensation, contract administration/negotiation, employee relations, performance appraisal, benefits administration and supervisor-employee development.

### **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 this class.*

- Plans, organizes, and develops work plans to achieve goals and objectives.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service oriented work environment.
- Conducts organizational and position classification studies; audits and prepares new or modified job analysis documents and job descriptions; recommends changes regarding incumbents, classes and class series; designs surveys and studies regarding compensation and other human resource management issues; recommends salary structure or benefit program changes based on studies and analysis; provides classification, compensation and benefits information to other organizations, administers the District benefit programs; investigate allegations of rule violations including discrimination and sexual harassment.
- Develops and updates policies, and delivers training programs and workshops on a variety of human resource management policies and topics on a scheduled and as needed basis.
- Participates in the labor negotiations and employee/employer relations process; participates in contract negotiations with employee associate representatives; researches and drafts contract proposals; develops recommendation and advises managers regarding employee relations procedures, issue, 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 support to the disciplinary process; resolves or assists in the resolution of disputes; works with and assists outside counsel in representing the District during litigation.
- Responsible for internal posting, recruitment and selection programs and activities; preparing job announcements, advertisements and other recruitment material; screens applications for qualifications; coordinates, designs, administers job-related selection procedures, including but not limited to application reviews, written and performance tests, interviews and assessment techniques; requests background and reference checks; ensures all phases of recruitment and selection comply with applicable federal and state laws, regulations and guideline.
  - Interprets policies, procedures and regulations and confers with District management, staff and the public; provides guidance and training to managers and supervisors on positive employee relations practices.
  - Designs and administers human resources programs; coordinates and analyzes the results of employee surveys.
  - Responsible for administration of the district's workers' compensation program.
  - Manages, administers and maintains the District's HR information system, maintains personnel records and specialized and confidential files.
  - Acts for the Executive Administrator assisting the General Manager and the Board in that incumbent's absence.
  - Performs related duties as assigned.

### **Knowledge, Skills, and Abilities**

Knowledge of theory, principles, practices and techniques of public personnel administration, including recruitment, testing and selection, affirmative action, employee relations, classification and job analysis, compensation and benefits administration, employee development, and performance planning and appraisal; principles and practices of labor relations, including negotiation and contract administration techniques; administrative principles and methods including goal setting, program development and implementation; office and records management practices and procedures; principles and practices of sound business communication; research methods and analysis techniques; trends in human resource program development; District functions and associated human resource management issues; District personnel rules, policies and labor contract provisions; principles and practices of effective management and supervision.

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; develop and deliver effective training sessions and workshops to District managers, supervisors and employees; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, independent judgement within general policy guidelines; establish and maintain effective working relationships with all levels of District management, employee association representatives, other governmental officials, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations, and concerned people and customers, both internal and external.

**Education and Experience:** Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities, is qualifying. A typical way to obtain the knowledge, skills, and abilities required would be graduation from an accredited college or university with a bachelor's Degree in public or business administration, human resources, psychology or related field; five years of increasingly responsible human resource program management experience; or the equivalent combination of training and experience. Experience in a governmental or public utility setting is preferred.

**Certificates, Licenses, and Registrations:** Possession of California driver's license; PHR, SPHR, SHRM-CP or SHRM-SCP desired.

**Work Environment or Environmental Elements:**

The work environment characteristics are representative of those an employee encounters while performing 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 job, the employee works under typical office conditions, and the noise level is usually quiet. May occasionally travel to other work sites and off site training.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. The employee must occasionally lift, carry, push, and pull up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is required to have manual

dexterity sufficient to operate a District vehicle, computers and standard office machines such as computer, fax, calculator, telephone, copiers, etc.

**Mental Demands:**

The employee is regularly required to effectively use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with managers, employees, bargaining representatives, applicants, representatives of other governmental agencies and the public, some of whom may be dissatisfied, angry and/or abusive.

**Other Requirements:**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in professional development programs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

---

Employee Signature

Date