

Sacramento Suburban Water District Classification Specification

Job Title: Human Resources Manager

FLSA Status: Exempt

Effective Date: October 2022

Definition

Plans, organizes, manages, and directs the human resources operations, functions, and programs of the District, including recruitment and selection, classification and compensation, benefits and public retirement system administration, employee relations and discipline, contract administration, policy and procedure development, and training. Ensures compliance with local, state and federal rules, regulations and laws.

Distinguishing Characteristics

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within the District and has the responsibility for the development and implementation for the division's work plan, policies, and procedures.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Develops, recommends, and directs District human resources operations, functions, and program activities; provides expert professional assistance to the General Manager and Assistant General Manager.
- Prepares, analyzes, researches, and presents information for comprehensive documents, including board reports, general correspondence, and records.
- Identifies and implements recruitment and training strategies to attract a skilled and professional workforce; provides and coordinates training.
- Manages, develops, and advises staff regarding recruitment and interview processes and reviews the selection process for full-time vacancies; provides resources for temporary vacancies.
- Advises managers and supervisors regarding appropriate resolution of employee performance issues and disciplinary actions.
- Investigates employee discrimination and harassment complaints.
- Manages and implements a comprehensive benefit plan including health, dental and vision, life insurance, disability, workers' compensation, incentive pay program, and other benefits, including protected leaves; oversees and administers open enrollment process.
- Develops, analyzes, updates, and implements District human resources policies, procedures, and programs; ensures legal compliance and advises staff as needed.

- Utilizes and oversees the human resources portion of the District's HRIS system.
- Develops, manages, and implements the District's classification and compensation plan and associated policies, processes, and procedures; coordinates with outside consultants as necessary.
- Oversees and reviews the revisions and development of classification changes, including salary recommendations.
- Administers the employee performance evaluation process and provides training on best practices of performance management; conducts performance evaluations for subordinate staff.
- Performs and manages execution of onboarding experience and exit interviews.
- Develops and prepares the human resources budget.
- Maintains regular attendance and adheres to prescribed schedule.
- Builds and maintains positive working relationships with staff, and provides exceptional customer service to those contacted in the course of work.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- Principles, practices and techniques of public human resources administration, including classification and compensation, employee benefit administration, leave administration, recruitment and selection, and public retirement systems.
- Current and emerging human resources issues, trends, and practices.
- Pertinent local, state and federal rules, regulations, and laws pertaining to human resources.
- Principles and practices of leadership and supervision, motivation, team building, customer service, effective communication, and conflict resolution.
- Performance management and effective disciplinary processes.
- Complaint investigation techniques and procedures.
- English usage, grammar, spelling, and punctuation.
- Principles of organization, structure, and operations of public sector organizations, including employee management and relations.
- Rules, regulations and practices of CalPERS.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Human Resources policy and procedure development and implementation.
- Budgeting procedures and techniques.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Research techniques and report preparation.

Ability To:

- Plan, direct, organize, and implement the District's human resources operations, functions, and programs.
- Identify and implement best practices used within human resources.
- Analyze problems and identify opportunities for improvement, provide alternative solutions, and implement recommendations.

- Maintain appropriate personal interaction with staff in difficult situations.
- Prepare clear, concise written communication, including reports and correspondence.
- Understand, interpret, and apply local, state and federal rules, regulations and laws relating to human resources and draft policies and procedures accordingly.
- Research, develop, and implement human resources policies and procedures.
- Advise supervisors and managers regarding human resources matters.
- Supervise, train, and evaluate staff.
- Operate a computer for word processing, database, and business software.
- Effectively interpret and apply District policies, programs and services with employees, the public, community groups, contractors and other organizations.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Communicate effectively, both verbally and in writing.
- Pass pre-employment physical and background check.

Experience and Education:

Experience:

Five (5) years of increasingly responsible professional human resources experience in the public (preferred) or private sector, including two (2) years of supervisory responsibility.

AND

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in Business or Public Administration, Human Resources Management, or a closely related field.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

The conditions herein 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 job functions.

- Travels occasionally in conducting District business.
- Communicates frequently with District staff, representatives from other agencies, and the public in individual and group settings.
- Regularly uses telephone and email for communications.

- Regularly uses office equipment such as computers and copiers.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: October 28, 2022

By: 

Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature Date