TITLE: Human Resources Director  SECTION: Human Resources

DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: General Manager/Chief Engineer

Supervises the following positions: Human Resources Director, Assistant Human Resources Specialist, Human Resources Assistant

DEFINITION: Under general direction, administers, plans and develops District Human Resources programs and policy which include recruitment, compensation, and employee relations. To do special projects as assigned and related work when required.

ESSENTIAL FUNCTIONS:

1. Administers, interprets, and implements District Human Resources policy and procedures. Recommends policy and procedures as needed. Insures compliance with District Ordinance.

2. Researches, collects data, and makes recommendations on job classifications, descriptions and compensation using industry standards and comparing with District classifications.

3. Administers employee recruitment program, including, testing, screening, interviewing and extension of employment offers.

4. Develops and administers supervisor and employee training programs. Research and identify training needs.

5. Maintains contact with employees and supervision to determine Human Resources needs.

6. Prepares administrative forms, reports and correspondence related to the operation of the Human Resources department.


8. Supervises, trains and evaluates assigned Human Resources staff.

9. Attends seminars and training programs related to Human Resources and keeps current on new laws and trends in Human Resources.

10. Ensures appropriate recordkeeping and files.

11. Administers employee evaluation process. Reviews evaluations and ensures all employees are evaluated in a timely manner.

12. Resolves conflicts between management, supervisors and employees.

13. Ensures employment law, governmental regulations, and codes are implemented, including Class A license drug testing.

14. Performs related duties as assigned.
**MINIMUM QUALIFICATIONS:**

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. An example would be three to five years of technical and supervisory Human Resources experience. Public sector experience is desirable.

Knowledge of:
- Complex principles and practices of Human Resources administration including recruitment, compensation, employee relations and training.
- Employment Law, codes and regulations related to Public Sector Human Resources.
- Principles and practices of supervision including employee development.
- P.C's, word processing, spreadsheets and H.R.I.S. Supervisor and employee training methods and practices.

Abilities:
- Administer, interpret applicable laws, regulations, codes, and District policy and procedures.
- Develop and maintain effective working relationships with management, supervisors and employees.
- Evaluate problems and formulate effective strategies and solutions.
- Conduct surveys, evaluate data, and make appropriate recommendations concerning job classifications and compensation.
- Prepare and complete comprehensive reports and projects.
- Takes a proactive approach in determining District Human Resources needs, goals, and standards.
- Effectively communicate Districts position on policy, information and ideas to others.
- Identify, respond, and follow up on employee problems and issues.
- Establish and evaluate priorities.
- Supervise, train and evaluate assigned Human Resources staff.
- Communicate effectively both verbally and in writing.
- Operate a computer workstation.

Education: Bachelors degree in Business Administration or related field. Masters Degree is desirable.

**PHYSICAL REQUIREMENTS:**

1. Sits for prolonged periods of time.
2. Operate a computer work station.
3. Drives vehicle to district job sites. May use two way radio to communicate. Driving: Light.
4. Regularly uses telephone for communication.

See Attached for physical assessment form.