



HUMAN RESOURCES SPECIALIST

Department	Human Resources	FLSA Status	Exempt
Section	Multi-Functional	Bargaining Unit	Non-Represented/ At-Will/ Confidential
Reports To	Director, HR	SRN	A33*
Job #	40000	EEO Job Category	2-Professionals
Supervises	Not Applicable		

*For Salary and Benefit Purposes Only

JOB SUMMARY:

Under the direction of the Human Resources Director, the Human Resources Specialist performs and supports, the most highly complex professional, technical, and analytical work, to implement the District's Human Resources programs. An incumbent may be assigned to one or several of the following program areas: employee & labor relations, training and development, recruitment & selection, benefits & compensation, policy compliance and leaves administration. This position is privy to highly confidential information relating to the decisions of District management affecting District and organizational issues, employer-employee relations, and handles information that is sensitive and confidential in nature.

Incumbents in the classification may not perform all the duties as listed, depending upon the program(s) assigned. Additionally, the listed duties are not necessarily inclusive of all duties that may be assigned.

ESSENTIAL FUNCTIONS (without limitation):

- Provide support to professional, technical and clerical staff in the daily HR program operations of the Department.
- Evaluate assigned programs and review policies, procedures, and methods used relative to effective utilization of resources and achievement of goals; formulates, develops, recommends, and/or implements action for program improvement.
- Advise employees, managers and supervisors on established policies, procedures and guidelines.
- Prepare and present Board Action Items (BAI) within respective program area(s).
- Write correspondence and prepare reports on a variety of technical, professional and legal matters; deliver associated presentations on same.
- Assist in the preparation of the annual budget.
- Utilize computer software and/or human resources-related information systems to perform duties, and train users on same.
- Conduct special studies as assigned; prepares reports on various human resources programs; prepares recommendations for consideration to management.
- Interpret and explain human resources management provisions of laws, rules, policies, ordinances and agreements to District officials, employees, employee organizations, and the public.
- Perform daily activities in accordance with applicable human resources policies, procedures, methods and techniques.
- Perform data analysis and report preparation-incorporating determinations into recommendations.
- Provide efficient and effective assistance and service to District employees and external customers.

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Bargaining Unit Approved	Not applicable	Supersedes	2015



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- Train staff; provide information and guidance on applicable human resources policies, procedures, methods and techniques; respond to questions and assist in reviewing work products.

When assigned to Employee and Labor Relations:

1. Support the Human Resources Director with complex employee and labor relations matters; assist in the collection and preparation of data used in negotiations and meet and confer obligations.
2. Conduct and participate in workplace investigations and fact-finding; recommend and implement resolution strategies and prepare associated reports of findings; provide consultation to managers and supervisors; analyze complaint trends and develop recommendations for specific training or other remedial action as appropriate.
3. Provides advice and counsel on handling grievances, processing and dealing with disciplinary matters; interpret provisions of the Memorandum of Understanding with managers and employee organizations; coordinate discipline process.
4. May participate as a member of the bargaining team at Labor Management meetings, meet and confers and contract negotiations as needed.
5. Prepares research and studies in preparation for District negotiations; assists in drafting and revising proposal language.
6. Provide professional and technical advice regarding contract language, personnel rules and Regulations, policies, procedures, and labor law.
7. Research and analyze legislation and federal and state regulations for their effect on personnel functions.
8. Prepare reports for in-house decision-making and professional/technical correspondence, including Board of Directors communications; make oral presentations of findings and conclusions.

When assigned to Training and Development:

1. Develop and present training on HR policies and topics to employees and management.
2. Collaborate with management to determine short-term and long-term training needs to build scalable, sustainable training plans and results.
3. Design, develop and implement impactful curriculum with pre and post training assessments, action learning, training workshops and e- learning to meet business needs.
4. Conduct research with subject matter experts and others as needed to define training content and to establish solutions to alleviate knowledge and skill gaps.
5. Stay abreast of best practices in training and development, to develop methods for continuously renewing/refreshing curriculum workshops.
6. Design, develop and publish annual Human Resources Development Calendar
7. Coordinate, schedule and facilitate trainings and serve as subject matter expert for supervisors and managers.

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8. Coordinate and plan contractors and vendors when external training is needed. Ensure vendor performance meets or exceeds defined performance standards and adheres to overall company policies and procedures.
9. Establish a registration & tracking program for employee training.
10. Assist with the development, training and tracking of performance management system.
11. Review and collaborate with management on employee evaluations to ensure fair rating and rewarding for employee performance.

When assigned to Recruitment & Selection:

1. Liaise between subject matter experts, division management and human resources staff to assist with the development of job postings, examinations, recruiting and onboarding.
2. Receive and process staffing requests to fill new or existing positions; follows up with hiring authority to plan a recruitment strategy.
3. Review and approve staffing requisition forms submitted to fill vacancies; review and approve recruitment literature including bulletins, advertisements, and brochures.
4. Collaborate with hiring manager to discuss recruitment and selection needs; design and develop recruitment plan and provide technical assistance regarding recruitment and selection issues.
5. Provide analytical support with classification/compensation change and communicate results to the hiring authority; respond to staffing issues and interpret and communicate policies and procedures.
6. Maintain functionality and accuracy within an automated recruitment system including web page management, applicant tracking, test question banking, and metrics.
7. Obtain raters for interviews and other test parts and instructs raters regarding procedures and standards to be applied.
8. Plan and develop tests for required competencies for knowledge, skills, and abilities and establishes test standards. Schedule and proctor tests and interviews.
9. Compile, calculate, and analyze numerical data and prepare tables for final hiring recommendation.
10. Receive and review background check reports and conducts reference checks and makes job offers and negotiate salary.
11. Provide support with recruitment campaign and represent CVWD at career days, job fairs, and other events.
12. Assist with development of inclusion strategies and outreach initiatives attracting candidates from disadvantaged and underrepresented communities.
13. Research and track internal and external factors that affect recruitments including economic and workforce trends, technology, and process improvements.
14. Respond to requests for information.

When assigned to Benefits and Compensation:

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1. Provides direct and indirect support in the administration and coordination of benefits programs, including the executive retiree and board medical reimbursement program, deferred compensation governance, and the District's annual open enrollment process.
2. Evaluate and make recommendations on various benefits options and work with brokers, insurance carriers, plan administrators, healthcare providers, employees, labor representatives and others to meet employee and District needs.
3. Provide direction and coordination regarding Public Employees' Retirement System (PERS) matters
4. Administers HR-NET including processing personnel actions, position control, and maintaining the table of classifications titles, salary schedules, and salary roll-ups.
5. Performs classification and compensation studies which includes: conducting job analysis; conducting and responding to compensation studies and analysis; interpreting and applying classification and compensation methodologies, policies, procedures, and applicable laws; assist the District in meet and confer processes with bargaining units; providing recommendations on pay structures; preparing written analysis and agenda items; and performing related activities.
6. May conduct the disability leave and job accommodation interactive process using strong problem-solving skills; analyze essential job functions as compared to restrictions; develop recommendations for on-the-job accommodations; consult and coordinate with appropriate decision makers and document the interactive process. Issue Notices of Status and Findings.
7. Facilitate and train District employees on HR policies and/or associated programs.

When assigned to Policy Compliance & Leaves Administration:

1. Assist in the development, implementation and evaluation of new or revised policies or programs.
2. Advise employees, managers, and supervisors on established policies, procedures, and guidelines.
3. Maintain knowledge of all relevant local, state, federal and other regulatory agency laws, rules, regulations, and policies to ensure program compliance.
4. Facilitate and train District employees on HR policies and/or associated programs.
5. Direct and ensure the maintenance of records and preparation of reports necessary for program operations; prepare correspondence and reports as required.
6. Consult with organizational managers and supervisors to provide guidance and expertise on disability/leave management consistent with State and Federal laws, memoranda of understanding, and other applicable sources of authority.
7. Conduct good faith ADA Interactive Process with employees and document the process; effectively shepherd the process through resolution, including proper documentation and effective communication with multiple stakeholders. Issue status report and determinations.
8. Review and analyze employee leave and disability accommodation requests and makes determinations regarding eligibility.
9. Develop and implement new disability/leave management programs, procedures, guidelines, forms and educational training materials; conduct special studies and prepare reports.
10. Develop a comprehensive tracking program for all employee leaves of absences and accommodations.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamental principles and practices of public sector human resources administration, including practices methods and techniques related to one or more of the program areas of recruitment and selection, employee/labor relations, training and development, policy development and compliance, leaves administration and benefits and compensation.
- Principles, techniques and activities related to employee and labor relations serving as an employer representative in a complex collective bargaining unit environment.
- Business computer applications such as Microsoft Office Suite, HRIS, benefits administration systems and applicant tracking systems.
- Collective bargaining laws, procedures, and practices.
- Principles and practices of administering Memorandums of Understanding with employee organizations, processing grievances, and dealing with disciplinary matters.
- Procedures and requirements associated with administrative investigations.
- Principles and methods for developing performance improvement plans.
- Techniques and methods for effective training of human resources fundamentals.
- Research and statistical analysis practices.
- Principles of technical report preparation and professional business writing.
- Principles of effective presentations and public speaking.
- Pertinent local, state and federal laws, ordinances and rules.
- Principles and practices of effective customer service.
- Concepts, instructional methods, instructional aids and materials necessary for developing, implementing and evaluating employee development programs.

Skills & Abilities:

- Interpret and explain pertinent local, state, federal and District and department policies and procedures.
- Perform difficult and complex human resources work, ensuring compliance with District policies and procedures, local, state and federal laws and regulations.
- Analyze systems, administrative and management practices and identify opportunities for improvement; analyze situations quickly and objectively, apply appropriate elements of decision-making and determine the proper course of action.
- Understand, interpret and apply complex laws, regulations, policies, and procedures.
- Use information systems and applicable software as tools in the performance of human resources work.
- Determine effective method of research; and compile data and present in form most likely to enhance understanding.
- Collect, research, analyze, evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations.
- Perform accurate mathematical and statistical calculations in the preparation of reports, forms, questionnaires, and surveys.

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- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train, and evaluate assigned professional, technical and clerical staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective, collaborative and respectful working relationships with those contacted in the course of work.
- Recognize, identify, and resolve conflict or problems of a sensitive or political nature.
- Function under challenging conditions and/or confrontational situations requiring instructing, persuading and motivating people.
- Exercise exemplary independent judgment and initiative, maintain a high degree of confidentiality, and maintain professional demeanor and composure in stressful or confrontational situations.
- Consistently provide exceptional quality service and work products.

EDUCATION:

Bachelor's degree from an accredited college or university in human resources management, business administration, public administration, industrial relations, organizational psychology, or a closely related field. Master's Degree in Human Resources highly desired.

LICENSES & CERTIFICATIONS:

Possession of a valid California Class C Driver License is required at time of appointment and must be valid at all times during employment.

Professional HR Certification Designation, such as PHR, SPHR, SHRM-CP, and SHRM-SCP is required or must be obtained within twelve months from the date of appointment.

EXPERIENCE:

Five (5) years of progressively professional level experience in a multi-faceted public sector human resources role within a collective bargaining unit environment.

Microsoft Office Proficiency:

Intermediate Level or Above in Word, PowerPoint & Excel.

WORKSITE LOCATION:

Coachella Campus and/or Palm Desert Campus

PHYSICAL REQUIREMENTS:

Work is primarily indoors sitting at a desk for prolonged periods with the ability to move about at will. Also travels moderately outside the office to satellite offices and/or District property sites. Position requires walking, reaching, standing, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. Position also requires grasping, repetitive hand movement, and coordination in the preparation of correspondence, minutes, reports, and forms using a computer keyboard.

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- See Human Resources for Physical Assessment Form.

TESTING:

Testing for this position may include, but is not limited to the following: written exam, proficiency assessment of Microsoft Office applications: Word, Excel and PowerPoint, panel interview(s), oral presentation, project assignment, etc.

Read and Acknowledged: _____ / ____ / ____
Employee Signature Date

Employee Name (Printed)

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