



HUMAN RESOURCES ADMINISTRATOR

Department	Human Resources	FLSA Status	Exempt
Section	Administration	Bargaining Unit	Non-Rep/At-Will/Confidential
Reports To	Human Resources Director	SRN	E2
Job #	40263	EEO Job Category	2 - Professionals
Supervises	HR Assistant, HR Office Assistant		

JOB SUMMARY:

The Human Resources (HR) Administrator performs complex and varied technical and professional work required to administer various programs within the HR Department. Under direction from the Director of HR, the HR Administrator manages and administers the following programs:

Policy and Compliance (PC) - Administers and assists in the development of new personnel policies and procedures, as well as revising current personnel policies and procedures. Oversees personnel file record maintenance.

Classification and Compensation (CC) – Implements and maintains the compensation and job classification structures and variable pay programs. Collaborates alongside third party experts with survey, design, structure and implementation while ensuring progressive practices and a competitive classification and compensation structure that meet the needs of the District.

Benefits and Wellness Management (BW) – Administers the day-to-day operations of wellness initiatives and group benefit programs including, but not limited to health, dental, vision, short-term and long-term disability, life insurance, flexible spending accounts, deferred compensation program and retiree benefits. Manages benefit vendor contracts.

This class performs the full range of Policy and Compliance, Class and Compensation and Benefits Administration, including coordinating, implementing, and participating in a variety of administrative programs and activities to ensure that the District’s programs are carried out responsibly, effectively and with integrity. Responsibilities require the use of tact, discretion, and independent judgement. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS: (Without Limitation) Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Contribute to on-going process improvement of personnel policies and procedures. Ensures standardization and application of processes and protocols.
2. Develop and implement a revised filing management system for personnel records and associate HR files.
3. Establish a standardized internal share file management logic structure.
4. Reviews, analyzes and processes personnel action forms consistent with policies, procedures, and applicable provisions of Memorandum of Understandings, coordinates personnel status, transactions and position control functions with payroll, budget and other finance staff.

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5. Administers the District’s employee benefit plans, including health, dental, life, flexible spending accounts, retirement, deferred compensation, COBRA, FMLA, and related programs; coordinates and provides support with enrollment, orientation, and termination of benefits.
6. Research, analyze and make recommendation on new, existing and proposed benefit programs; develop procedures to implement program changes.
7. Organize and manage the open enrollment process; counsel employees regarding benefit plan coverage, eligibility for benefits and claim procedures.
8. Facilitate key discussions with District vendors and project manage all benefit and wellness contracts for the District.
9. Conducts classification and organizational studies; performs job audits and job evaluations; revises, updates and develops and recommends new classification specifications.
10. Conducts comprehensive salary and benefit surveys, reviews and analyzes data and makes sound recommendations; responds to surveys from other public and regulatory agencies.
11. Provides support for labor negotiation processes and activities, as assigned; conducts research and gathers and analyzes data; develops and recommends cost analysis of proposed compensation changes.
12. Analyze and evaluate departmental requests for new and existing positions ensuring appropriate allocation and classification of duties.
13. Modify existing and develops new classification specifications as needed; prepares documentation for Board action and approval on new and proposed classifications.
14. Plan, develop, revise, and/or implement reporting systems to evaluate the effectiveness of the District’s workforce.
15. Represent the department on various work committees, teams and task forces.
16. Participates in the planning, development and implementation of a variety of projects; conducts research, collects and analyzes statistical and related data; reviews and makes recommendation on administrative and operational problems, including human resources management systems enhancement and system administration.
17. Project manage the administration of the District’s benefit and wellness programs as it relates to several collective bargaining units.
18. Stay abreast of new trends and innovations, legislation, regulation and policies, in the field of human resources and recommends and/or make adjustments to procedures to maintain current, and to ensure compliance, with prevailing laws.
19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: A Bachelors Degree in human resources management, public or business administration, industrial/organizational psychology, behavioral science/education, or other job relevant field. Master’s degree highly preferred.

Experience: Five (5) years of increasing responsibility in activities related to Human Resources. This position requires a minimum of five (5) years of direct managerial/supervisory experience

Five (5) years of contract and vendor management experience within the public sector environment

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Knowledge of:

- Principles and practices of human resources management
- Methods and techniques of recruitment and selection, compensation, classification, and job evaluation, benefit administration and labor and employee relations
- Principles and practices of program, project and services organization, administration and management
- Pertinent federal, state and local laws, regulations, ordinances and policies relating to public personnel administration.
- Methods and procedures for conducting research, data and statistical analysis
- Records management principles, practices and methods
- Customer service principles, practices and methods
- Stylistic managerial and leadership concepts
- Public Sector unionized environment

Abilities:

1. Analyze problems, identify alternate solutions, project consequences of proposed actions and provide recommendations in support of goals
2. Keep abreast of current developments within Human Resources
3. Interpret and apply District policies, procedures, rules and regulations
4. Read, interpret and explain Memorandum of Understandings (MOU's)
5. Prepare required legal documents, forms, reports, correspondence, and other written materials
6. Interpret, apply, explain, and ensure compliance with any applicable Federal, State and local policies, procedures, laws and regulations
7. Maintain accurate file and records
8. Evaluate and recommend improvements in operations, policies and procedures
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set department priorities, and meet critical time deadlines
10. Operate modern office equipment including computer equipment and specialized software applications programs
11. Communicate effectively in person, over the telephone, and in writing; make clear and concise presentations
12. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; work with a workforce with diverse background and abilities
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
14. Manage multiple task/multiple priorities with frequent interruption and to maintain confidentiality
15. Conduct related training classes and train employees on new policies, procedures and changes

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
- SHRM-CP or SHRM- SCP certification is required or must be obtained within twelve months from the DOH.
- Training certification in DISC, MBTI or another nationally recognized professional assessment course is highly desired.

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PHYSICAL REQUIREMENTS:

1. Mobility to work in a standard office setting and use standard office equipment, including a computer
2. Operate a motor vehicle and visit various District and meeting sites
3. Vision to read printed materials and a computer screen
4. Hearing and speech to communicate in person, before groups, and over the telephone
5. This is primarily a sedentary office classification although standing in and walking between work areas may be required
6. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator
7. Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
8. Ability to lift, carry, push and pull materials and objects weighing up to 50 pounds
9. See Human Resources for Physical Assessment Form

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

AGENCY CORE PERFORMANCE COMPETENCIES:

The Coachella Valley Water District, in alignment with its strategic initiatives and goals, has established the following nine (9) agency core performance competencies whereby all supervisor/professional employees will be assessed as part of their annual evaluation. These competencies identify behavior and skills that all employees categorized as supervisory/professional are expected to demonstrate to carry out the mission and goals of the District:

1. Accountability
2. Customer Service
3. Teamwork
4. Communication/Collaboration/Cooperation
5. Decision Making/Problem Solving/Effectiveness
6. Flexibility/Adaptability/Time Management
7. Job Knowledge/Professional Knowledge
8. Managing Performance & Developing Others
9. Work Quality/Attention to Detail

Read and Acknowledged: _____
Employee Signature

_____/_____/_____
Date

Employee Name (Printed)

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