



CLASSIFICATION SPECIFICATION

HUMAN RESOURCES SPECIALIST

DEFINITION:

Under general direction, performs highly complex and responsible Human Resource functions. Plans, organizes, coordinates, and implements the activities of the District's human resources department including policies, procedures, recruitment, benefits, leaves, compensation, employee relations, legal compliance, and other related administrative duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Administrative Services.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Coordinates and administers the District's human resources functions including policies, procedures, recruitment, benefits, leaves, compensation, employee relations, and legal compliance.
- Provides guidance and support to management on the human resource implications of various management decisions to ensure compliance with all federal, state and local regulations and the District's policies, procedures and guiding principles.
- Conducts employee recruitment processes, prepares job announcements, screens applications, participates in the interview and selection process.
- Responsible for the coordination and administration of temporary employees.
- Administers the District's various employee benefit plans and programs including retirement plans, deferred compensation programs, group life, health, and disability insurance plans, wellness program and other related benefits; assists employees regarding benefit programs.
- Oversees the new employee orientation activities; processes new hire and benefits documentation, and coordinates activities with related departments and/or outside agencies.
- Ensures the proper on-boarding of new employees and the professional exit of terminating employees with regards to District's policies, procedures, and benefits.
- Develops or updates job descriptions; makes recommendation on job classifications and salaries.
- Oversees the employee leave programs including FMLA, CFRA, PDL, Workers Compensation; monitors employees on leaves of absence for billing purposes; monitors retiree and COBRA activity; ensures compliance with regulations;
- Prepares and ensures timely processing of unemployment, disability and workers' compensation claims; maintains follow-up on all claims.
- Oversees the interactive accommodation process and disability cases; assists employees as necessary.

- Develops, along with line management, corrective action plans and other coaching and corrective action.
- Participates in safety programs including: safety committee, training, and documentation; works with other staff members to maintain compliance.
- Oversees accident and injury investigations; compiles and prepares reports.
- Assists with training and performance planning; provides guidance to supervisors/managers on evaluations and counseling.
- Addresses employee relations issues, such as grievances, harassment allegations, work complaints, or other employee concerns.
- Assists and develops effective employee related policies, programs and processes; recommends enhancements and modifications as appropriate.
- Oversees DOT drug testing program.
- Prepares and administers the human resources department budget.
- Administers the District's yearly open enrollment process; completes all required insurance forms; acts as liaison between employees and insurance carriers; troubleshoots and coordinates with benefits carriers to ensure employee eligibility and enrollment.
- Administers and monitors retiree benefits and disability programs; serves as an information source to past or present employees.
- Develops and implements the employee recognition program.
- Administers the performance evaluation system, tracks evaluation dates, identifies employees requiring an evaluation and step increase.
- Monitors administrative compliance with personnel policies.
- Recommends the hire, transfer, promotion, discharge, reward, or discipline of District employees.
- Participates in the strategic planning process; ensures human resources activities are aligned with the District's goals and objectives.
- Provides information and general assistance to District employees and the general public regarding human resources activities, processes, policies, and procedures; assists in resolving routine problems or complaints; researches policies and procedures to answer questions and respond to requests for information.
- Serves as liaison with other departments, outside agencies, and service providers; responds to requests for information.
- Serves as a member on various committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.

- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with the constant interruptions and interact with all levels of District management, board members, other elected and appointed governmental officials, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

(The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be to have a minimum of four (4) years of increasingly responsible technical human resources experience and a bachelor's degree in a related field from an accredited college or university.

License/Certificate:

Possession of a valid Class C California Driver's License and satisfactory driving record.

Possession of, or ability to obtain a Human Resources Professional Certification through IPMA or a related HR certification program is preferred.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of human resources management
- Principles, practices, and regulations of employee recruitment, orientation, and job analysis.
- Business correspondence, filing systems, and standard office operations.
- Statistical and record keeping methods.
- Operations, procedures, policies, and precedents of the District.
- Applicable Federal, State and local laws, rules and regulations.
- District organization, functions and policies.
- Water and sewer related services.
- Records management methods and practices.
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software.
- English usage, spelling, grammar, and punctuation.
- Research methods and techniques.
- Principles and practices of sound business communication.
- Safe work methods and safety regulations.

Ability to:

- Provide professional human resources management services independently
- Identify and respond to employee inquiries, complaints, concerns and needs.
- Establish and maintain effective working relationships with all levels of District management, employees, the public and others encountered in the course of work.
- Evaluate data and make appropriate recommendations.
- Effectively represent the District, including its programs and policies with the public.
- Exercise tact, diplomacy and discretion in dealing with sensitive and confidential information.
- Exercise independent judgment and initiative within established guidelines.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Provide information to District employees, outside agencies, and the general public requiring an understanding of the District's human resources program, policies, and procedures, when assigned to the Human Resources function.
- Communicate effectively, verbally and in writing
- Maintain accurate, confidential and complete employee records

STATUS: Exempt

Revised: March 19, 2019.