



ENCINA WASTEWATER AUTHORITY

POSITION TITLE: Human Resources Manager
DEPARTMENT: Office of the General Manager
REPORTS TO: Assistant General Manager

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

POSITION SUMMARY:

The Human Resources Manager is a confidential position responsible for the management and implementation of a comprehensive human resources program, including recruitment, selection, employment, classification, compensation, employee relations, management and employee development & training, performance appraisal, benefits, occupational health, claims, and other services; provides expert professional assistance and guidance to management on human resource and employee relations matters; and performs other related duties as assigned. This position is responsible for supervision and oversight of all human resources related activities in the Authority.

SUPERVISORY DIMENSIONS: Supervises the staff and activities of the human resources section.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Commits to the achievement of Encina Wastewater Authority's (EWA) Mission and Vision, and personally exemplifies EWA's Values.
- Supervise HR staff: Prioritize and assign work; establish and advise staff of performance requirements; ensure staff is trained; ensure that employees follow policies and procedures; provide support, mentoring, and coaching for performance improvement and development; observe and document performance; prepare supporting documentation and write performance reviews; conduct performance review presentations; recommend employee recognition and discipline action, up to and including termination, in accordance with established personnel rules, and policies, and maintain a positive, healthy, and safe working environment.

- Plans, organizes, controls, integrates, and evaluates the work of the Human Resources section; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual human resources budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Provides internal consulting on a variety of complex, sensitive and confidential organizational and human resources issues; manages, directs, and participates in the development of Authority human resources policies, guidelines and practices; maintains and updates the EWA Human Resources Policy Manual, Employee Handbook, organizational charts and personnel records.
- Manages and participates in all phases of the recruitment process including interfacing with various departments on job requirements, preparation of recruitment materials, screening applicants, plan, coordinate, and serve on interview panels, and ensure recruitment and selection processes comply with applicable laws and regulations prepares conditional offers of work, coordinates background checks, pre-employment physicals/drug screens, and conducts new employee on-boarding.
- Administers the classification and compensation system; establishes classification specifications and recommends salary ranges; initiates and conducts wage and benefit surveys; responds to external salary, benefit and classification surveys.
- Assists the General Manager in labor relations; provides support and assistance in preparing and evaluating proposals and responses to proposals from employee organization; compiles and analyzes data used in employee negotiations; works to resolve issues involving employee relations or human relation policy interpretations/disputes.
- Recommends and/or processes personnel salary adjustments and out-of-class assignments; administers family medical leave, jury duty, bereavement, disability requests, and catastrophic leave; oversees and administers promotion, transfers, and separation procedures of current employees.
- Plans and administers the Authority's benefits program including plan provisions and rates and recommends modifications to the benefits program; assists staff with the interpretation and application of programs, conducts annual Open Enrollment, manages employees and their dependents enrollments changes, terminations, and Cobra administration.
- Review annually with the Authority's Insurance Broker the analysis and evaluation of the Authority's insurance plans, which includes, Dental, Vision, Life, Short Term Disability, and Long Term Disability; determine the need for any improvement, change, or modification of the various plans.
- Reviews payroll to ensure that policies are followed and to verify salary and/or benefits changes.
- Manage State of California Department of Motor Vehicles Pull Notice Program.

- Develops, communicates, implements, and manages the performance evaluation program and employee recognition program; assists managers and supervisors with coaching and mentoring; develops and implements professional development programs.
- Conducts disciplinary investigations, participates in hearings, documents findings, and presents recommendations to AGM, including disciplinary action up to termination, in accordance with Board Policies, Administrative Procedures, Human Resources procedures, and applicable federal and state laws, and prepares responses to grievances.
- Manages and oversees administration of the workers' compensation program; oversees claims processing and monitors case management activities, evaluates, and implements processes and procedures to expedite the evaluation and settlement of claims and appeals; monitors injured-employee restrictions and coordinates the employee return-to-work process.
- Assists with reports to the Board of Directors on staffing changes, organization changes and Human Resources section actions and activities.
- Serves on committees and represents the Authority at local, regional, state, and national conferences, meetings, workshops, and training seminars.
- Proposes innovative changes to improve policies and procedures necessary for the Authority to adjust and grow with a changing workforce and to maintain employer-of-choice status.
- Manages personnel and confidential files and other related documents, act as Custodian of Records for HR related records.
- Maintain an HR philosophy that enhances morale, promotes productivity, and encourages professionalism among employees.
- Evaluate Federal, State and Local Legislation, including other related regulations that govern HR functions, recommend action required for compliance, and monitor to ensure compliance.
- Develop and implement appropriate training programs.
- Produce and coordinate employee communication programs.
- Provide leadership and support as necessary.
- Establish and maintain effective working relationships with co-workers, customers, vendors, Board members, and the public.
- Perform other duties of a similar nature or level.

Knowledge and Skills Required for these Duties:

- Principles and practices of public human resources administration including job analysis, classification, recruitment, selection, and employee relations.
- Salary and benefit administration (health, dental, vision, life, short term disability, long-term disability plans, workers compensation, Consolidated Omnibus Budget Reconciliation Act (COBRA), and other benefit plans maintained by the Authority.
- Principles and practices of California public agency human resources management including but not limited to labor relations, family and medical leaves, and accommodation of disabilities.
- General principles and practices applicable to organization analysis and improvement.
- Principles and practices of internal consulting, group facilitation and conflict resolution.
- Pertinent Federal, State, and local laws, codes and regulations, and principles and practices of Public Sector Human Resources.
- Principles and practices of public administration, including budgeting, purchasing, and maintaining public records.
- Principles and practices of supervision, safety, and training.
- Rules governing HR record keeping requirements and procedures.
- Authority personnel policies, procedures, and philosophies.
- Proper English usage, including spelling, grammar, and punctuation.
- Microsoft Programs.

Ability to:

- Plan and direct the Human Resources section in developing and implementing a comprehensive human resources program in conformance with laws, regulations, and professional standards.
- Understand, interpret, explain, and apply Board, state and federal laws, codes, regulations, policies, and court decisions governing the Authority's human resources management programs.
- Work collaboratively with Authority directors, managers and staff and provide expert advice and counsel to develop solutions to complex issues.
- Communicate clearly in writing and make formal and informal presentations at conferences and public forums.
- Establish and maintain cooperative working relationships and foster a team approach.
- Establish, promote, and maintain effective public relations and a positive image for the Authority.

- Exercise independent practical judgment, creativity and resourcefulness in a variety of difficult situations.
- Resolve conflicts in an equitable and responsive manner.
- Organize, prioritize, and work on simultaneous assignments with attention to schedules and deadlines. Prepare and present clear, concise, technically accurate reports.
- Use tact and diplomacy in discussing sensitive personnel matters, maintaining confidentiality.
- Make presentations to employees, applicants, Supervisors, Managers, and Senior Management when required.
- Communicate clearly and concisely both orally and in writing.
- Keyboard proficiently.
- Use interpersonal skills effectively as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Possess:

- Strong organizational and management skills.
- Strong problem solving, interpersonal and negotiation skills.
- Effective oral and written communication skills.
- Ability to work independently.

EDUCATION AND EXPERIENCE REQUIREMENTS: (positions in this class typically require):

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to completion of the twelfth grade.
- Bachelor's degree in Human Resources, Public or Business Administration, Industrial Psychology, Organizational Leadership, or a closely related field.
- Ten (10) years of experience performing professional HR management, which demonstrates possession of the knowledge and abilities to perform the duties stated above.
- Experience in a governmental or public utility environment is highly preferred.

LICENSE/CERTIFICATION REQUIREMENTS:

- Possession of a Certification in Human Resources Management or Certification with the Society for Human Resources Management (SHRM) is strongly desired.
- Possess and maintain a valid California Class C Driver License.
- Maintain an acceptable, safe, and active driving record, together with proof of insurability.

CONFIDENTIALITY STATEMENT:

This position requires access to confidential documents and/or records. Material of this nature must be handled appropriately to maintain confidentiality.

PHYSICAL AND MENTAL DEMANDS:**Physical Demands**

The physical demands described here 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 following essential functions:

- Hear normal conversation in person, on the telephone, and on virtual platforms.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to write legibly.
- Visual ability (which may be corrected) to read small print and video messages, including good peripheral vision and depth perception.
- Speak in a normal voice; able to be heard and understood on the telephone and on virtual platforms, in person, and to communicate clearly and concisely, both orally and in writing.
- Sit or stand for prolonged periods of time.
- Mobility to stand, stoop and bend.
- Use office equipment such as personal computers, copiers, and fax machines.
- Operate standard passenger vehicles.
- Lift, carry, push or pull up to twenty-five (25) pounds.
- Keyboarding for extended periods of time.
- Fingering, grasping, talking, hearing, seeing, and repetitive motions.

Mental Demands

Perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

CLASS HISTORY	
Date Established	3.2023
Former Title	
FLSA Exemption Status	Exempt
Salary Range	27
Reviewed	8/2022
Revised	3/2023
Approved	