



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Director of Human Resources
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GENERAL PURPOSE

Under policy direction, manages the Human Resources functions for the District, and employees on personnel related matters. Develops and/or coordinates programs and policies related to recruitment, selection, position classification, compensation, employee relations, employee benefits, training, performance management, human resource information systems, and centralized employee records and databases, etc. Advises management on a wide range of human resources management issues and practices including complex, sensitive, and confidential organizational matters. Oversees and participates in collective bargaining process; serves as part of the District's negotiating team. Works with and assists legal counsel in representing the District in a variety of areas including litigation, disciplinary appeals, and conducts investigations and/or provides advice in complex disciplinary cases and prepares or directs preparation of documentation. Theory, principles, practices and techniques of personnel and risk management, including recruitment, employee relations, classification, compensation, benefits design and administration, and applicable to a public agency. Principles and practices of labor relations, including negotiation and contract administration. The Director is responsible for addressing employee complaints or concerns, and interpreting existing and recommending new personnel ordinances, policies, and procedures; provides expert professional assistance and guidance to District management on human resource, labor relations, and other management matters; ensures effective and efficient high-quality work in the managed programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Human Resources Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class assists executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the District's Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The

incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Deputy General Manager of Administrative Services. Exercises direct supervision over professional, technical, and administrative staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, controls, integrates, and evaluates the work of the Human Resources Department; directs and manages the work of staff supporting comprehensive program areas which include recruitment, testing and selection, classification, compensation, labor relations, employee relations, training and career development, performance management, human resource information systems, and centralized employees records and databases; ensures programs are designed and administered to meet the District's needs.
- Develops, implements, and administers comprehensive human resources systems, tools, programs, policies, guidelines, and procedures across all District departments, consistent with District, state, and federal requirements and sound professional principles and practices.
- Provides expert advice to District executives, department heads, and other managers and supervisors on a wide range of human resource issues and practices including, but not limited to grievance and disciplinary procedures/actions and hiring/termination decisions; facilitates and resolves conflicts; interprets District policies, procedures, and precedents for managers and employees.
- Manages and directs the development, implementation, and evaluation of short- and long-term plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards focused on achieving the District's mission and assigned priorities.
- Participates in the development of and monitors performance against the department's annual budget; negotiates contracts and agreements for human resource programs, services, and operations including benefits plan offerings and rates.
- Confers with and coordinates the implementation of programs, policies, and practices with District departments; proposes and implements new and revised

policies; communicates changes in the District's policies and procedures; ensures proper compliance is followed.

- Consults with legal counsel as appropriate, or as directed by executive management, on personnel matters; works and assists labor counsel in developing and presenting the District's position for hearings and litigation.
- Serves as a member of the District's negotiating team; participates as a management representative in the meet and confer process and performs appropriate analysis on proposals made and changes management may want to propose; ensures compliance with Memoranda of Understanding; administers labor contracts after agreement is reached; represents or supervises representation of the District in grievance and disciplinary actions; works with employees and their representatives to resolve problems.
- Conducts and/or oversees investigations relative to complaints of discrimination and/or harassment; assists and guides departments in the use of appropriate procedures to follow in taking disciplinary actions against employees; represents the District in dealing with state and federal compliance agencies and in hearings and litigation on employment matters.
- Directs the District's employee and management training and career development programs including tuition reimbursement, coaching, mentoring, and leadership development.
- Directs or conducts research and analysis of human resource, labor relations, employee development, and other management needs; recommends appropriate actions and implements programs.
- Directs the development and maintenance of comprehensive classification and compensation plans; reviews and approves classification and compensation program changes.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Plans, directs, and coordinates the Human Resources Department's work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Analyzes proposed state and federal law, regulations, and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
- Prepares, reviews, and presents staff reports, various management and information updates, project status reports, business correspondence, and related written documentation.

- Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups, and customers and to other agencies, organizations, and individuals.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.
- Principles and practices of leadership.
- Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Organization, function, role, and authority of a public agency Board of Directors.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Theory, principles, practices, and techniques encompassing multiple programs in a comprehensive human resources system.
- Principles and practices of labor/management relations, including negotiation and contract administration techniques.
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Methods and techniques of conducting research and analysis.
- Trends and practices in human resource management.
- District personnel rules, policies, and labor agreement provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, direct, oversee, and manage the staff and operations of a comprehensive human resources management system.
- Develop and implement goals and objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the District and the department.
- Analyze and make sound recommendations on complex human resources management issues.
- Understand, interpret, explain, and apply District, state, and federal policy, law, regulation, and court decisions governing the District's human resource program.
- Present proposals and recommendations clearly and logically in public meetings.
- Represent the District effectively in negotiations and other dealings with employee representatives on a variety of issues.
- Negotiate, facilitate, and resolve conflict.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional and regulatory organizations, and in meetings with individuals.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Ensure the confidentiality of sensitive employee information for past, current, and future employees.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Ten (10) years of progressively responsible human resource management experience, five (5) of which should be in a management capacity. Experience in a governmental setting is preferred.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business administration, public administration, or a related field. A Master's degree in human resources, or public administration is desirable.

Licenses/Certifications:

- A valid California Class C driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- SHRM certified, IPMA-SCP, or HRCI desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

Eastern Municipal Water District
Job Title: Director of Human Resources
Last Update: January 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for the Director of Human Resources. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____