



JOB TITLE:	HUMAN RESOURCES MANAGER	DIVISION:	DISTRICT – HUMAN RESOURCES
REPORTS TO:	DEPUTY GENERAL MANAGER – ADMIN & DEVELOPMENT	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	EXEMPT	SAFETY- SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the supervision of the Deputy General Manager of Admin & Development, this position is responsible for managing either the Employment Administration or HRIS/Compensation unit/s. Key areas of responsibility include, but are not limited to, employee recruitment, selection, and retention; records management; benefits administration; job classification and compensation. This position may also be involved in aspects of labor relations and talent acquisition/retention programs.

Essential Responsibilities

A. EMPLOYMENT ADMINISTRATION

- Leads, develops and manages the District’s Employment Administration unit covering the areas of recruitment and selection, employment testing, on-boarding, employment retention and engagement, and diversity outreach, and HR administration functions, including supervision of subordinate staff involved with these functions
- Develops, executes and/or aligns recruitment strategy for Talent Pipeline Development, Diversity, Employment Branding initiatives, and Strategic Partnerships to create a successful full cycle Talent Acquisition and Management program
- Identifies and implements continuous improvement strategies and projects to achieve a positive candidate experience, satisfied Hiring Manager experience, and a highly performing talent acquisition team
- Subject matter expert in the District recruitment operations’ policies and procedures
- Partners with the HR Management team, E- Team and department managers in creating strategies for employee retention and development
- Organizes and/or attends diversity outreach, career fairs, assessment centers or other community partnership events
- Develops, manages and/or monitors performance metrics to create applicable reports and identify areas of improvement



- Manages and/or monitors the District's New Hire Pre-Employment testing requirements and compliance to District, State and/or Federal policies.
- Supervises the District's temporary agency contract implementation, staffing deliverables, and budget allocation
- Evaluates and/or manages all employment administration related contracts to ensure its proper implementation and deliverable of agreed service levels
- Manages and/or updates the District's HR Guide and Recruitment Operations Guide
- Develops and manages relationships with hiring managers, temporary staffing agencies and other major external partners for an effective talent acquisition and management with a focus on creating a diverse workforce
- Maintain knowledge on all industry trends to ensure compliance to all recruitment guidelines and assist recruitment team to design all performance standards.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

B. HRIS & COMPENSATION

- Supervises the day-to-day activities of the HR Information Systems.
- Supports management on structural policy matters related to the HRIS.
- Maintains data integrity in systems by regularly analyzing data.
- Works alongside the IT department to perform regular assessments and improvements to the HRIS.
- Maintains the HRIS and compensation policy documentations.
- Oversee all system upgrades and system additions in partnership with the Information Technology (IT) department.
- Ensures all HR-related systems are compliant with data protection laws
- Designs compensation packages and bonus programs that align with the company's strategic plan
- Ensures salaries and benefits comply with the current legislation
- Identifies trends and implement new practices to engage and motivate employees
- Conducts salary surveys
- Reviews and/or manages compensation plans with monetary and non-monetary benefits based on employee needs
- Keeps track of prevailing pay rates and ensures competitive employee compensation plans
- Conducts job analyses, position classification and FLSA review
- Evaluates and reports on the effectiveness of employee benefit programs
- Tracks compensation and benefits benchmarking data
- Subject matter expert for HRIS, Compensation and Benefits related issues and/or concerns.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required



Required Knowledge, Skills and Abilities

Knowledge of:

- District policies, Memorandum of Agreement (MOU), and labor laws and regulations
- Principles, policies and practices of human resource management including: policy development and implementation; EEOC requirements; budget and contract administration; supervision; training, and organizational development; leadership; team building; motivation; conflict resolution; business report writing; pertinent local, state and federal laws and regulations relating to public Human Resources administration and labor.
- Principles and practices of labor relations including negotiation techniques and contract administration.
- HR Database Administration, including payroll systems
- Occupational health and safety rules and working practices applicable to this position

Skill in or Ability to:

- Human Resource Expertise
- Relationship Management
- Consultation
- Leadership and Navigation
- Communication
- Global and Cultural Effectiveness
- Ethical Practice
- Critical Evaluation
- Business Acumen

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Human Resource Management or relevant field.
- At least 3 years' experience in a supervisory or managerial role in full-time HR professional level position.
- Demonstrated experience in recruitment and selection; classification and compensation; staff development; and benefits administration including retiree benefit administration.
- PHR/SHPR or SHRM-CP/SHRM-SCP certified is preferred

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. May operate District vehicles.

Physical Requirements: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.