

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT

CLASSIFICATION SPECIFICATIONS

HUMAN RESOURCES SERVICES ADMINISTRATOR

DEFINITION

Under direction, to manage and assist the District Manager in the administration of District personnel, affirmative action, employee development, recruitment, classification, and employee relations functions; performs highly complex administrative and professional level work in the implementation of the Human Resources Department's goals and objectives; provides expert professional assistance to management and supervisory staff in the District in personnel and related matters; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class assists the District Manager in activities related to the broad function of personnel, including providing day-to-day direction for recruitment and selection, affirmative action, job analysis and classification, compensation and benefits administration, and employee records maintenance activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Manager.

TYPICAL EXAMPLES OF WORK PERFORMED

Duties may include but are not limited to the following:

Assists in the development and implementation of human resources goals, objectives, policies, procedures and work standards for the District; administers the division's budget.

Consults with and advises District Manager and supervisors on specific personnel and employee relations problems, investigates employee relations issues, concerns, and problems; assists in the administration of employer-employee relations problems, including discipline and discharge actions.

Manages the processing of personnel transactions including additions, changes and deletions to the information management system; coordinates the processing of personnel transactions with the Finance Department to ensure timely processing and implementation of additions, changes and deletions; oversees the enrollment process into the employee benefit program.

Directs the new employee orientation program; maintains the District's personnel files and related records.

TYPICAL EXAMPLES OF WORK PERFORMED (Continued)

Participates in representing the District in matters of concern to bargaining units representing District employees; assists in resolving labor relations problems; handles grievances; may assume a lead role and participates in negotiations and meet and confer sessions with bargaining units.

Manages, directs and conducts recruitment, testing and certification program for the District; reviews and approves recruitment and exam plans using established guidelines; consults with staff in operating departments to determine staffing needs and develops appropriate plans to address those needs; develops and maintains recruitment and testing schedule.

Develops, recommends and maintains policies, programs and procedures; amends and interprets District rules, policies, procedures, and Memorandums of Understanding; applies Federal and State and local regulations.

Administers the District's leave management programs, negotiates with insurance carriers on rates and coverage; works with insurance brokers to obtain the best rates and coverage; works with insurance brokers to obtain the best rates and coverage for a variety of products; monitors industry trends and recommends strategies to the District Manager dealing with cost and quality.

Manages, directs and conducts the District's performance management program; trains and educates managers, supervisors, and employees in conducting performance reviews; consults with managers and supervisors and employees in developing plans for resolving performance issues.

Manages, directs and conducts classification and compensation studies; reviews position description questionnaires; conducts or supervises desk audits; analyzes and recommends new job classifications, amendments to existing job specifications, reclassifications; conducts salary surveys using appropriate methodologies and recommends appropriate salary ranges.

Schedules training workshops and assists in preparation of workshops.

Explores application of new human resources technologies and recommends acquisition when appropriate.

Prepares department's annual budget; monitors expenditures; forecasts upcoming costs.

Conducts investigations into discrimination complaints; recommends resolutions.

Performs other related duties as required.

MINIMUM QUALIFICATIONS (Continued)

Knowledge of:

The principles, practices and techniques of personnel assessment and employment testing including, but not limited to the Uniform Guidelines on Employee Selection Procedures; the Standards for Educational and Psychological Testing and other authorities.

The principles, practices and techniques of position classification and compensation management.

The principles, practices and techniques and requirements of the Meyers-Millias-Brown and the Ralph M. Brown Acts as they pertain to scope of bargaining and commissions.

Principles, practices and techniques of program analysis.

Pertinent Federal, State and local laws, codes and regulations dealing with the employment process.

The principles, practices and techniques of employee benefit management.

The principles, practices and techniques of supervision, training, employee evaluation and performance management programs and employee counseling.

Ability to:

Resolve complex personnel management issues in a constructive manner.

Prepare complex written reports in a clear and precise manner.

Analyze data and develop appropriate conclusions.

Make public presentations before the Board of Trustees and other authorities.

Maintain cooperative and constructive relationships with the position's stakeholders.

Apply rules, regulations, labor agreements, state and federal laws to complex personnel management problems.

Use a variety of computer applications to manage information.

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible human resources management experience which included two years of direct supervision preferably in a public agency.

Education:

Possession of a bachelor's degree from an accredited college or university with major course work in human resources, public or business administration or a related field.

Licenses and Certificates

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Physical Demands

Mobility to work in a standard office setting and use standard office equipment including a computer; read printed materials and a computer screen; converse in person and over the phone. Some aspects of the job may occasionally require the incumbent to walk, stand, climb, bend, stoop, kneel, crawl, fine manipulation, grasp, push, pull, reach and turn.

Note:	All parts of this job description, except the license requirements, are subject to possible modification to reasonably accommodate individuals with a disability.
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