GREATER VALLEJO RECREATION DISTRICT

HUMAN RESOURCES MANAGER
RANGE 67

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.

DEFINITION
Under the direction of the General Manager, the Human Resources Manager provides direction and oversight for comprehensive human resources programs, plans, organizes and supervises the human resources and provides guidance to administrative support services, including the development and implementation of recruitment and selection, safety, training, employee relations, benefits administration, worker’s compensation, job classification and compensation.

Ensures that the goals, objectives and policies approved by the General Manager and Board of Directors are implemented and their progress tracked. Directs the District’s operations in assigned areas, monitors and tracks budget revenues and expenses, and performs other duties and special projects as assigned by the General Manager.

POSITION SUMMARY: DISTINGUISHING CHARACTERISTICS
This is an unrepresented, mid-management classification that oversees, directs, and participates in management of human resources programs and administrative services, including day-to-day operations and short-range and long-range planning including budget revenues for division. Responsibilities include, but not limited to coordinating the activities of the assigned programs with those of other divisions and departments and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing program planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines to the General Manager and the Board of Directors, management staff, as well as direct supervision over other personnel. This classification exercises considerable judgment in managing activities to maintain the District’s compliance with local, state and federal laws and regulations.

ESSENTIAL FUNCTIONS
Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Develops and directs the implementation of policies, procedures and work standards for the District; Manager the personnel policies; develop and amend policies; provide advice and counsel to supervisors and managers on policies; maintain the District Employee Handbook.

2. Plans, organizes and manages the District performance management process and evaluates the work professional, technical and clerical staff directly; provide advice and counsel to managers and supervisor on performance assessment, authorizes discipline and termination procedures per District policy.

3. Administers and directs a comprehensive benefits program; including health/dental/vision insurance, deferred compensation and retirement. Acts as a liaison with benefit carriers in contract negotiations including annual, sick and FMLA/State Disability leave.
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4. Manages and conducts the planning, development, and implementation of the recruitment and selection process to obtain qualified candidates; ensures equal employment opportunity for all candidates; researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices;

5. Oversees and/or conducts investigations of alleged harassment or discriminatory conduct, grievance procedures; and interpretation of personnel policies, rules and procedures and related matters; acts as liaison with regulatory agencies to address formal complaints; prepares reports and documents, as required; coordinates with legal counsel;

6. Provides training and professional development of staff, as required;

7. Administers Worker’s Compensation and safety programs for District;

8. Performs or directs the performance of job analysis and classification studies; conducts compensation studies and participates in the development of compensation and benefit strategies;

9. Interprets, implements, and applies Memorandum of Understanding and resolutions related to employee compensation and benefits;

10. Monitors continuously and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change;

11. Provides analytical support for labor relations matters and serves as an active member of the District negotiation team as assigned. Participates in meet and confer session with union representatives; May participate with union negotiations.

12. Coordinates employee relations activities; provides assistance to management, supervisors, and staff in the interpretation of District policies and procedures.

13. Prepares and administers the budget for assigned program areas; forecasts additional funds needed for staffing, equipment, materials, and supplies; Monitors and controls expenditures for assigned programs.

14. Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials;

15. Monitors changes in laws, regulations, and technology that may affect District operations; and develops policy and procedural changes as required. Provides technical advice to the General Manager and Board of Directors;
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16. Builds and maintains positive working relationships with co-workers, other public agencies and the community;

17. Coordinate the implementation of Human Resource Information System (HRIS) for District;

18. Align human resources service and administrative services and program goals to District goals, objectives and systems;

19. Perform other job-related duties, as assigned.

QUALIFICATIONS

Knowledge of:
1. Principles and methods of human resources management;
2. Working knowledge of classification and job analysis; recruitment;
3. Interviewing and personnel selection, test construction and administration;
4. Employee relations; supervision; insurance principles and practices;
5. Workers' Compensation laws of California;
6. Public retirement systems;
7. Federal and state and local laws and regulations;
8. Analytical and statistical methods, modern office methods and procedures.
9. Perform varied and responsible assignments involving the use of initiative and independent judgement under minimum supervision;
10. Supervise and coordinate the work of others in assigned departments;
11. Direct and coordinate assignments, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues; make accurate analyses and evaluations of data; understand, interpret, and appropriately apply rules, regulations, standards, and procedures; develop policies and present proposals for major policy changes;
12. Principles and procedures of technical report writing and preparation of correspondence and presentations. Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation;
13. Effective in negotiation techniques, grievance resolution methods, and progressive discipline.
14. Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
15. Principles and practices of budget development, administration, and accountability.
16. Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned program.
17. Modern office practices, methods, and computer equipment. Recordkeeping principles and procedures.
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18. Computer applications related to the work. English usage, grammar, spelling, vocabulary, and punctuation.

19. Represent the District in contacts with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations.

20. Techniques for providing a high level of customer service to public and staff, in person and over the telephone.

Ability to:

1. Plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources management program.

2. Administer programs and the work of staff directly.

3. Provide for the selection, training, development, motivation, and work evaluation of staff.

4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department. Interpret, apply, and explain complex laws, codes, regulations, and ordinances.

5. Provide staff support in complex, sensitive, or difficult human resources related assignments requiring a high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations, and contractual agreements;

6. Prepare and administer budgets; allocate limited resources in a cost effective manner.

7. Effectively represent the department and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations.

8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

9. Make sound, independent decisions in day-to-day activities and in emergency situations.

10. Conduct thorough fact finding or investigations as needed. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

11. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Make accurate arithmetic, financial, and statistical computations.

13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

14. Operate modern office equipment including computer equipment and specialized software applications programs;

15. Identify and take appropriate action when unusual operating problems occur. Maintain attention to detail and accuracy while meeting critical deadlines.

16. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines. Establish and maintain effective working relationships with those contacted in the course of the work.
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WORKING ENVIRONMENT:

- Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software;
- Safely drive to various locations to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions;
- May conduct District business during day and evening hours, including occasional weekend and irregular hours;
- Sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds;
- Conduct presentations in person, and before small and large groups;
- Comprehensive legal, technical and complex documents; interact with the public and all different levels of district staff, legal counsel and Board of Directors in an effective and professional manner.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of this classification. Mobility to work in a standard office setting and use standard office equipment, including a computer, visit various District and meeting sites; vision to read printed materials and computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is a sedentary office classification although standing and walking between work areas; occasionally: bend, stoop, kneel, reach, push and pull drawers and bodily movement adequate to drive an automobile, Ability to lift, carry, push and pull materials up to 35 pounds or heavier with assistance or the use of proper equipment.

EXPERIENCE AND TRAINING GUIDELINES
Any combination of experience and training that would likely provide the required knowledge, skills, and abilities to perform duties of the position. A typical way to obtain the knowledge and abilities would be:

EDUCATION
Bachelor's degree in human resources management, public or business administration, organizational development, industrial psychology or related field from accredited college or university.

EXPERIENCE:
Five years of professional experience in human resources and administrative management, at least two years of which are at a supervisory level. Public agency experience is highly desirable.

LICENSE OR CERTIFICATE:
- Possession of or ability to obtain a California driver license
- Possession of SPHR or SHRM-SCP certification preferred

FLSA Status: Exempt – Executive - Confidential