

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
FLSA Status	Exempt
Salary Grade	67
Reports To	General Manager

GENERAL SUMMARY

This position is responsible for managing all aspects of District Human Resources, ensuring compliance with related state and federal laws, providing advice to the General Manager and Board of Directors on related matters, administering the District's benefits program, providing analytical support in labor relations, and supervising human resources staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work assignments, providing guidance, and conducting performance evaluations.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials. 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, and builds and maintains positive working relationships with co-workers, other public agencies and the community.
- Develops and directs the implementation of policies, procedures and work standards for the District, manages the personnel policies, develops and amends policies, provides advice and counsel to supervisors and managers on policies, and maintains the District Employee Handbook.
- 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.
- 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.
- Oversees and/or conducts investigations of alleged harassment or discriminatory conduct, grievance procedures. Interprets personnel policies, rules, and procedures

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and related matters. Acts as liaison with regulatory agencies to address formal complaints. Prepares reports and documents, as required. Coordinates with legal counsel.

- 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.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals, realigning work, and staffing assignments for the department.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has major fiscal responsibility. Is responsible for District-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

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MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in business, Human Resources, Public Administration or a related field
- Five (5) to seven (7) years' experience working in Human Resources, including prior management or leadership experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Recommended Certifications: SPHR, SHRM-CP, or SHRM-SCP
- Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping and recordkeeping
- Modern office procedures, methods and computer equipment
- Principles and methods of human resources management
- Classification and job analysis, recruitment, interviewing and personnel selection, test construction and administration
- Workers' Compensation laws of California
- Public retirement systems
- Federal and state and local laws and regulations
- Analytical and statistical methods. 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
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff. Principles and practices of budget development, administration, and accountability
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned program

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Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Negotiation and mediation

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources management program
- 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
- Prepare and administer budgets and allocate limited resources in a cost-effective manner
- Effectively represent the department and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate effectively, both orally and in writing

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WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment			
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

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WORKING CONDITIONS & 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 essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

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ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____

Date created	12/11/2020
Dates revised	