



Title: Director, Human Resources

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to oversee the development and implementation of recruiting, benefits, training, risk management/workers compensation and training functions for the District, ensuring adherence to all District policies and practices as well as state and federal laws, serve as internal consultant to the District's Executive Management Team (EMT), Senior Management Team (SMTs), and employees on all matters that affect principally salaried employee performance and internal business relationships, and supervise personnel. This is accomplished by exercising broad latitude in ensuring a balance between the District's needs as a business and the employee's needs as a customer, ensuring management and employees are kept abreast of internal and external activities, trends, legal rulings and regulatory changes (local, state and federal), updating formal policies and practices, communicating with employees, performing audits of HR systems and programs, maintaining high internal credibility and positive working relationships with all levels of management and the employee population, and exhibiting strong teambuilding, mediation, and leadership skills, strategic thinking and context-sensitive recommendations for issue resolution. Other duties include ensuring improvement of department and District practices, incorporating best industry practices and performance metrics, and serving on various committees.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Provides leadership and vision to recruitment personnel by meeting with personnel regularly, reviewing all temporary and regular position requisitions, reviewing all salaried position candidates' selection forms to ensure adherence to District policy, reviewing all salary offers, reviewing external recruiting practices to ensure best possible approaches, ensuring personnel are meeting all pre-established goals and adhering to budgets, forecasting and budgeting all recruiting programs, reviewing legislative decisions and collective bargaining contracts, and reviewing existing operating procedures and working documents.	20 %
2	S	Provides leadership in benefits program areas by evaluating and comparing existing company benefits, participating in industry surveys, analyzing survey results and developing	20 %



		recommendations, developing plans to maintain competitive position in the labor market, directing all human resources information distributed to employees, directing management of pension plans, meeting with human resources personnel, reviewing monthly reports, ensuring adherence to predetermined metrics, review of legislation and collective bargaining contracts to assess trends, promoting proactive approaches using the HRMS to solve business needs, forecasting and budgeting all benefits and human resources needs, and maintaining awareness of vendor plans.	
3	S	Provides leadership in the training and development program areas by directing needs assessments to enhance effectiveness of employee performance, indentifying and incorporating best practices into program plans, providing a broad range of consultative services to employees, guiding managers and employees on problem solving, providing expertise in strategy development and execution, designing and developing training programs, reviewing training course evaluations, consulting with management on performance and organizational matters, meeting with training personnel, reviewing all training calendars and classes, and reviewing external training best practices.	15 %
5	S	Develops and maintains a human resources system that meets District’s personnel information needs. Streamline business processes to maximize efficiency and effectiveness within the District. Provide leadership and consulting support to company executives and management on matters of goals setting, policy development, and strategic implementation in support of achieving District’s objectives and goals; Evaluate and advise on the impact of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of the people resources of the District. Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets. Annually reviews and makes recommendations to Executive Management Team for improvement of District's policies, procedures, and practices on personnel matters. Recommends, evaluates, and participates in Staff Development for District. Provide direction and leadership to department staff in the performance of their duties, establishing work priorities, and in achieving management initiatives.	15%
4	S	Provides leadership in risk management program areas by meeting with risk management personnel, participating in the settlement of all claims in excess of \$10,000, reviewing all settlements over \$10,000 to ensure adherence to District policies, reviewing all project claims liabilities, reviewing all external audit findings, reviewing external risk management best practices, and ensuring the risk team is meeting all pre-established goals and metrics.	10 %



5	S	Providing leadership in workers compensation program areas by meeting with personnel, participating in the settlement of all significant workers compensation claims, participating in interactive processes, reviewing all settlements over \$10,000, reviewing all project claims liabilities, reviewing all external audit findings, and reviewing external workers compensation best practices.	10 %
6	S	Manages the classification and compensation functions for the District by monitoring and administering the effectiveness of existing compensation policies and procedures, recommending plan revisions and new plans, providing advice to staff on job evaluation, managing the administration of direct compensation for employees, developing techniques for compiling and presenting data, supervising the participation of salary surveys, and keeping apprised of all compensation laws and regulations.	10 %

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of seven (7) years of experience in Human Resources, Labor/Employee Relations, Organizational Development or similar area, including three (3) years of supervisory experience. Public sector experience is preferred.
Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and



	assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Broad, in-depth knowledge of the principles and practices of personnel administration; • General knowledge of sound techniques in all aspects of personnel management; • Knowledge of the organizations and operations of administrative programs • Laws, legal codes, court procedures, precedents, and government regulations. • Executive orders, agency rules, and the democratic political process. • Policies, procedures, and functions of the District. • Contract administration procedures. • Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. • Alternative work systems and processes. • Risk management problems and techniques. • Principles and methods for curriculum and training design, teaching, and instruction for individuals and groups, and the measurement of training effects. • Principles of employment development, recruitment, selection, and placement



- procedures and practices.
- Advanced mathematical skills and their applications.
 - Budget development and administration.
 - Training and employee development principles.
 - Principles of performance appraisal.

- | SKILLS |
|---|
| <ul style="list-style-type: none"> • Advanced word processing, spreadsheet and database software • Specialized software related to functional area • Human Resources Information Systems |

- | SKILLS |
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| <ul style="list-style-type: none"> • Develop long-term plans and programs and to evaluate work accomplishments; • Apply and adapt practices and techniques to the special requirements of senior management; • Establish and maintain effective relationships with other management staff, employees, and the general public in a team-oriented environment; • Present facts and recommendations effectively in oral and written form. • Maintain knowledge of industry trends and employment legislation and ensures District's compliance. • Communicate changes in personnel policies and procedures and ensure proper compliance is followed. • Professionally maintain composure and effectiveness under pressure and changing conditions. • Ability to delegate work assignments, gives authority to work independently, sets expectations and monitors delegated activities. • Provides leadership, inspires and motivates others to perform well, accepts feedback from others. Makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth. • Look for ways to improve and promote quality and demonstrates accuracy and thoroughness. • Display willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions. • Prioritize and plan work activities, uses time efficiently and develops realistic action plans. • Actively promote and personally observes safety and security procedures, and uses equipment and materials properly. • Strong process orientation • Detail oriented, logical, and methodological approach to problem solving. |



- Manage frequent changes/reassessment of priorities.
- Handle time constraints due to cyclical nature of duties and responsibilities.
- Handle difficult people and situations.
- Learn agency and department operating policies, procedures, systems, methods, and tasks.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, communicating with co-workers
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices/office equipment
Lifting	O	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	R	File drawers, tables and chairs
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, telephone pad
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone, getting inside vehicle
Climbing	O	Stairs
Balancing	R	
Vision	C	Driving, reading, computer screen
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and on telephone
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fax machine, general office equipment, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.