



Title: Human Resources Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage, administer and oversee the activities of the District’s Human Resources programs that include recruitment/selection, employee benefits, position control, HRIS administration, classification/compensation and records management. The administrator is also responsible for higher level projects that integrate business strategy and labor agreement provisions as they relate to human resource services as well as supervising, developing and evaluating staff assigned to the various human resources programs. Participates in the activities at all functional levels as needed and may temporarily perform the duties of a subordinate when necessary. Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary.

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	<p>Recruitment/Selection: Oversees all recruitment activities, including temporary staffing. Determines appropriate changes to processes and monitors implementations of changes or recommendations. Responds to inquiries from management regarding recruitment issues. Coordinates with Labor Relations to ensure processes are conducted within provisions of applicable collective bargaining agreements. Coordinates with staff responsible for Affirmative Action Plan development and monitoring in order to develop recruitment strategies designed to assist in the progress toward or achievement of the District’s goals. Ensures procedures and processes are in compliance with applicable laws and regulations.</p> <p>Employee Benefits: Oversees and administers all benefit plans/programs including employee communications regarding plan/program details and requirements. Ensures benefits are administered in accordance with contracts, plan documents, collective bargaining agreements and applicable state and federal regulations. Analyzes and evaluates third party administrator and vendor costs and proposals. Oversees and manages open enrollment activities. Coordinates with Labor Relations to provide input for negotiation strategies and to make recommendations to</p>	60%



amendments to collective bargaining agreements as they relate to benefit programs. Provide guidance to staff, management and employees regarding complex benefit issues. Interpret plan documents and contracts.

Position Control: Oversees administration of the District’s position control program as it relates to the department. Collaborates with Finance to ensure positions are reconciled and accurately reported to the Board. Recommends position allocations.

HRIS Administration: Administers District’s HRIS, including all personnel and benefit actions. Coordinates system updates, annual testing and implements process improvements. Coordinates with IT and other district personnel to ensure updates, maintenance and overall administration of the system’s data integrity.

Classification/Compensation: Plans, designs and oversees large and/or highly sensitive classification studies, salary and total compensation surveys. Oversees the job analysis process. Reviews requests for new positions or reclassifications. Updates and maintains job evaluation systems and coordinates with Job Evaluation Team to revise or create job descriptions or when updating evaluation methods. Researches, develops, recommends and implements various pay programs including differentials and premiums.

Records Management: Develops and oversees employee records management program by monitoring and modifying records management retention schedule, developing methods to ensure efficient filing, storage, and retrieval of employee records, ensuring confidentiality of all employee records, monitoring and testing the HRIS, and maintaining current knowledge on laws affecting employment records and confidentiality.

2	S	Manages, administers and oversees special projects and programs related to human resource programs. Prepares complex reports including detailed statistical and data analysis related to projects and unit activities. Oversees RFP processes related to human resource functions including development of scope of work and evaluation and selection of vendors. Communicates with vendors regarding human resource services and contract term issues and develops and oversees contract budgets. Recommends and implements improved administrative methods and procedures. Provides staff support to committees or other departments as assigned.	20%
3	S	Supervises staff responsible for various human resource functions by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Acts as a resource or subject matter expert for staff in the performance of their duties. Participates in the	20%



selection of staff, plans and coordinates staff training and development, evaluates performance, develops performance expectations and improvement plans and monitors performance.

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 Human Resources, Business Administration, Public Administration, Organizational Development 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	<p>A minimum of five (5) years of experience in Human Resources with direct experience in recruitment/selection, benefits administration, HRIS administration, classification/compensation, position control, or human resources project implementation, including two (2) years of supervisory experience. Public sector experience is preferred.</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</p>
Human Collaboration Skills	<p>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.</p>
Freedom to Act	<p>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.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.</p>
Reading	<p>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.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and</p>



	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"> • Applicable federal, state, and local laws and regulations, including employment and personnel laws and regulations, and the compliance and coordination between all applicable laws and programs. • EEO/AA and related labor and employment laws and regulations. • Effective verbal and written communication skills. • External agency reporting and compliance requirements. • General administration of pretax defined contribution programs such as 401(k), 403(b) or 457. • General methods of tactful public communication. • Practices, principles, methods and techniques of tracking, recording and presenting statistical data. • Methods for obtaining and evaluation of benchmarking and obtain data as it relates to classification administration, salary, benefits and compensation data. • Negotiation techniques as they relate to vendor contracts. • Policies , procedures, guidelines, regulations, compliance and reporting requirements impacted by external sources. • Principles, practices and techniques of public personnel administration, management and analysis, organization, budget, and communication. • Principles and techniques of job analysis, position classification and examination construction. • Principles and techniques of position control and administration. • Principles, practices and methods of management, supervision, motivation, training, discipline and performance evaluations. • Public sector employee relations, typical provisions of CBA/MOUs and public employee laws. • Problem solving, organizational, communication and presentation skills. • Principles of organization, administration, budget and human resources management. • Principles and practices of public agencies in the administration or recruitment, selection, testing, classification and compensation, training, and career development. • Psychometric principles and statistical methods related to personnel work. • Training and career development planning principles, methods, and techniques. • Principles and practices of governmental budgeting.



- Supervisory practices and procedures.
- Principles and practices of benefit program administration.
- Wage/hour laws.
- Organizational rules, procedures, and union contracts.
- Reporting requirements to government and other agencies.
- Principles of pension plan and deferred compensation administration.
- Insurance and benefit plan design concepts and legal issues.
- Rules, regulations, and laws pertaining to employee records management.
- Federal and State laws pertaining to benefits and employee leave programs.
- Administration of HRIS database systems.
- Employee orientation programs.
- Effective verbal and written communication skills.
- Effective interpersonal skills including negotiation and conflict resolution.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.
- Email, contact management, and scheduling software.

ABILITIES

- Analyze, compare, prioritize and evaluation complex data.
- Apply customer service skills, continuously representing the District in a positive way, handling all internal/external contacts with courtesy, diplomacy, and tact.
- Conduct and make recommendations based on job analysis and job evaluation, salary analysis and make sound compensation recommendations.
- Conduct/make recommendations regarding staffing and organizational analysis.
- Conduct research, prepare and present advocacy materials in a clear and concise manner both orally and in writing.
- Define problem areas, collect and evaluate data and recommend alternative solutions to complex issues and problems. Formulate recommendations and project consequences of recommendations. Be creative in developing and introducing new ideas, using initiative and good judgment.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Exercise independent sound judgment and make decisions in a manner consistent with the essential job functions.
- Extract and analyze statistics and written information from reports and transfer to other documents.
- Successfully manage multiple projects, priorities and schedules simultaneously.
- Interpret and apply EEO laws, quasi-civil service regulations and provisions of contracts, ordinances, negotiated agreements and all other regulations or policies



relating the human resources.

- Lead project teams to positive solutions and outcomes.
- Learn HR departmental systems, methods, tasks, and procedures.
- Learn District and other departmental operation policies and procedures.
- Learn HRIS (SAP) processes related to department and job.
- Manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, procedures and union agreements.
- Prepare written reports and correspondences, and presentations to senior leadership as required.
- Prioritize and organization multiple activities for self and staff.
- Project consequences and financial costs of proposed actions, and make and supporting recommendations and positions.
- Provide professional level support in all areas of human resources administration.
- Read, analyze, interpret and apply District policies, Collective Bargaining Agreements and Memorandums of Understanding professional journals, technical publications and government regulations.
- Read, analyze, and interpret professional journals, technical publications and government regulations.
- Select, supervise, train, motivate, assign, evaluate, counsel and discipline staff.
- Speak clearly and communicate messages to appropriate individuals.
- Speak to groups.
- Work under deadlines, urgent situations and emotional/confrontational situations that require instructing, persuading and motivating people.
- Train and provide project direction to other members of the Human Resources team, other professionals, technical and paraprofessional staff members.
- Develop complex recruiting plans, including attrition models, hiring models and Division level staffing plans.
- Plan, organize, and assign the work of a varied staff of employees.
- Analyze administrative and technical problems and make sound policy and procedural recommendations to their solution.
- Direct the collection, interpretation, and evaluation of data.
- Training and counsel employees in a variety of areas.
- Prepare comprehensive reports of management activities and costs.
 - Select, supervise, training and evaluate subordinates.
- Develop complex benefit programs, including all health and welfare programs, deferred compensation, and executive level programs.
- Analyze administrative and technical problems and make sound policy and procedural recommendations to their solutions.
- Train and counsel employees in a variety of areas.
- Learn District and departmental operating policies and procedures, programs and contracts.
- Prepare comprehensive reports of activities and costs.
- Resolve conflicts with tact and diplomacy.



- Review and administer changes to contracts (CBAs/MOUs), rules, procedures, and pertinent laws.
- Effective verbal and written communications with retirees, staff, consultants, and committee members.
- Data gathering and analyze for application to all benefit programs.
- Make decisions on relative cost and benefits to employees and to organization.
- Complex problem and review of related information to evaluate and make recommendations.
- Investigation insurance issues, troubleshooting associated program and resolve the situation to the benefit of the employee and the District.
- Maintain and administer the confidentiality of all employee documents.
- Strong people management skills.
- Excellent tact and diplomatic skills.
- Ability to manage multiple priorities simultaneously.
- Ability to effectively manage a variety of subordinate work styles, ensuring attainment of all pre-established goals.
- Project Management Skills.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

Sedentary- X	Light	Medium	Heavy	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.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	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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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, observing work duties, communicating with co-workers
Sitting	F	Desk work; meetings
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; files
Carrying	F	Supplies; files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	F	From computer to telephone
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading; computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, 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	N
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None noted.

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	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
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.