



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

HUMAN RESOURCES / RISK ADMINISTRATOR

DEFINITION

Under administrative direction, plans, administers and implements a broad human resources and risk management program and other administrative functions; manages elements such as recruitment and selection, employee relations, job analysis and classification, compensation and benefit strategy development, plan implementation, worker's compensation, risk management, and employee performance evaluation and recognition; provides expert professional assistance to District management staff; fosters cooperative working relationships among District departments and other governmental and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. No direct supervision of staff is provided.

CLASS CHARACTERISTICS

This single-position management classification directs and personally performs all activities of the human resources and risk management functions, and other miscellaneous management activities. Responsibilities include coordinating the activities of the function with those of other District departments and ensuring that the District has an up-to-date and proactive human resources plan to support management and employees. The incumbent is accountable for accomplishing functional and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and manages human resources activities, including benefits administration, employee relations, recruitment and selection, classification and compensation, workers' compensation, employee development and other related activities.
- Develops and implements recruitment and selection processes, prepares recruitment information and strategies; develops selection devices; provides for candidate notification and certifies eligibility lists; and ensures equal employment opportunity for all candidates.
- Serves as the District's risk manager in matters relating to worker's compensation, liability and property damage claims; ensures that safety issues and concerns of employees and the public are addressed.
- Plans, administers, and oversees the District's property management function, including District leases, owner's association management and facilities management.
- Performs or directs the performance of job analysis and classification studies; conducts compensation studies and participates in the development of compensation and benefit strategies.

- Manages the employee relations program and policies to ensure effective supervisory practices and to support a strong employer-employee relations framework, advises and collaborates with managers and supervisors to utilize employee relations best practice strategies, assists with problem solving and the facilitation of conflict resolution.
- Manages a leave of absence program, educates managers regarding legal requirements, develops related policies and procedures, and ensures that the program is administered in compliance with state and federal law; coordinates disability accommodation requests, as appropriate.
- Manages and administers the District benefit plans; orients and enrolls employees; acts as liaison with benefit carriers to address claims or issues; reviews and coordinates payment of employee insurance premiums; and works closely with the third-party administrator to process claims.
- Administers the workers' compensation program to include management of claims, monitoring employee injuries and accidents and follows up on treatment, procedures and payment of claims.
- Manages and coordinates the employee development and training/travel/education program and budget, tracks certification requirements and testing schedules to assist employees in meeting job requirements, and monitors expenses, cost estimates and fiscal impacts of new requirements and programs.
- Coordinates training seminars for all District staff including mandatory and safety training; registers employees for conferences, educational workshops and classes.
- Administers and participates in the progressive disciplinary process concerning warning and disciplinary action up to and including Skelly hearings.
- Responds to grievances and assists managers and supervisors in administering appropriate disciplinary actions.
- Receives endorsements from managers and supervisors for employee recognition and makes recommendations to the General Manager.
- Serves as legislative analyst for the District, analyzing and preparing reports regarding proposed legislation, which may affect the operations of the District.
- Conducts or directs the conduct of various research studies; analyzes results; evaluates alternatives; makes recommendations and prepares narrative and statistical reports.
- Prepares and directs the preparation of a variety of written correspondence, Board transmittals and ordinances, staff reports, procedures, and other written materials.
- Maintains a variety of working and official personnel files; ensures the confidentiality of such files.
- Monitors changes in laws, regulations and technology that may affect the human resources function; implements policy and procedural changes as required.
- Attends and participates in professional group meetings.
- Perform other job duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources in a public agency setting.
- Principles, practices and techniques of recruitment, selection, equal employment opportunity and employee orientation.
- Principles of job analysis, classification, compensation and benefit analysis and administration.
- Practices and techniques of employee relations, including negotiations and the interpretation of laws, regulations and memoranda of understanding.
- Basic principles, practices and procedures of public administration in a public agency setting.
- Basic principles of risk management, liability and property insurance and workers' compensation insurance rules and regulations.
- Basic functions and services of public agency management.
- Applicable Federal and State laws regarding employment in the public sector; District and department codes, regulations, policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Computer applications related to the work, including word processing, spreadsheets and database management.
- Records management principles and practices.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Ability to:

- Plan, organize, administer, coordinate, review and evaluate a comprehensive public agency human resources program.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the assigned functions.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Plan and implement effective recruitment, testing and selection practices.
- Develop and maintain equitable and consistent human resources programs and plans related to job analysis and classification and compensation, benefits and employee relations functions.
- Make effective presentation to groups.
- Maintain accurate records and files.
- Effectively represent the District in meetings with employee groups, governmental agencies, applicants, contractors and various professional and regulatory organizations.
- Organize own work, set priorities, effectively multi-task and meet critical deadlines.

- Plan, organize, manage, and evaluate the work of others, directly and through subordinate supervisors.
- Speak and write to clearly, concisely and effectively present concepts and recommendations to the Board of Directors and communicate District programs and policies to the public and other agencies.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- 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.

Experience and Education:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in human resources, business or public administration, public policy or a field related to the work.

Experience:

Six (6) years of increasingly responsible human resources generalist experience including experience in recruitment, selection, job analyses, benefits administration, and employee relations. Experience in a public agency setting is desirable.

License/Certification:

- Must obtain certification from the Human Resources Certification Institute as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) or certification from the Society of Human Resources Management (SHRM) as a Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) within twelve (12) months of hire.
- Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Unrepresented