



## Midpeninsula Regional Open Space District

### **HUMAN RESOURCES MANAGER**

#### **DEFINITION**

Under general direction, plans, manages, develops, implements and directs the District's human resources services and functions, including recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, employee relations, labor relations, grievance administration and oversight, benefits administration, workers' compensation, occupational health and safety programs, equal employment opportunity, workforce planning/succession planning, and employee training and development. Serves as the District's primary negotiator in meet and confer sessions and manages all aspects of labor negotiations.

The incumbent is accountable for accomplishing short- and long-range program planning, budgeting, and operational goals and objectives for the Human Resources Division and for furthering District goals and objectives within general policy guidelines. Develops, implements, interprets, and administers policy, including the District's personnel rules, policies and procedures. Ensures compliance with all applicable state and federal laws and regulations, ensures compliance with the District's rules and policies applicable to employment issues, and provides professional and strategic assistance and guidance to the organization.

This position is a member of the District's Department and Division Managers team and participates on various District-wide committees, as well as participating in organizational, operational and budgetary planning meetings related to the human resource functions of the District. As a manager, this position will have broad responsibility, independence, and accountability while serving on an at-will basis.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general guidance from the Chief Financial Officer/Director of Administrative Services. The work provides for a wide variety of independent decision-making within a framework of legal guidelines, broad policies and procedures, and established organizational values and processes. Provides direct supervision to professional, technical and office support staff and provides oversight to contract service providers.

#### **CLASS CHARACTERISTICS**

This is an at-will Division Manager classification responsible for direct and indirect supervision of supervisory and other lower level professional, technical, and clerical staff. This position is responsible for planning, organizing, supervising, reviewing, and evaluating the work of human resources staff. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day operations of the assigned area, including short- and long-term planning and policy development. Incumbent is expected to independently perform the full range of human resources duties as assigned as well as coordinating work with that of other District departments and public agencies, and will act as the District's expert on human resources topics. The incumbent is accountable for accomplishing division planning and operational goals and objectives and for furthering the District's mission, goals, and objectives within general policy guidelines.

This class is distinguished from the Human Resources Supervisor in that it is an at-will position with full responsibility for short- and long-term planning, developing and interpreting of District policies, developing budgets, serving as a member of the District's Department and Division Managers team, and

it has full responsibility for all human resources programs and functions including serving as the District's primary negotiator at labor negotiations. This position will have broader responsibility, independence, and accountability than that of the Human Resources Supervisor.

**EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Formulates, develops, recommends, interprets, and implements human resources rules, policies, and procedures. Develops and makes recommendations regarding the creation, revision, or abolishment of Human Resources rules, policies and procedures.
- Develops and implements the Human Resources goals, objectives, policies and programs in accordance with federal and state law, and District policies, goals and objectives.
- Plans, develops, directs and administers all Human Resources programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the District's workforce.
- Supervises staff performing Human Resources functions. Schedules activities, sets priorities, provides staff development and evaluates work performance. Recommends hiring of Human Resources staff; trains and develops Human Resources staff.
- Develops, administers, and monitors assigned budget and Action Plan.
- Initiates and conducts special studies and reports to determine the feasibility and need for new programs and services.
- Directs and administers a comprehensive recruitment, testing, and selection, orientation and onboarding program in accordance with applicable state and federal rules and regulations. Coordinates work force planning and succession planning initiatives with District departments. May personally undertake executive recruitment assignments.
- Develops, directs and administers background investigative policies and procedures; oversees and conducts background investigations; ensures equal employment opportunity for all candidates.
- Has overall responsibility for managing labor negotiations, and serves as the District's primary negotiator in meet-and-confer sessions with employee association(s) and in meetings with the Board of Directors, and obtaining direction and input from the General Manager and other department directors. Conducts, or supports and coordinates with outside labor negotiator in conducting labor negotiations. Implements Memorandum of Understanding.
- Achieves and maintains harmonious and productive management-employee labor relations including day-to-day administration of working relationships with employee associations and processing of grievances.
- Administers and directs the District's EEO programs. Investigates or oversees the investigation of internal and external complaints including alleged harassment or discriminatory conduct and recommends appropriate action. In coordination with the General Counsel's office, represents the District to regulatory agencies to address formal complaints and prepares appropriate documentation.
- In coordination with the General Counsel's office, represents Human Resources and/or the District in administrative proceedings such as grievance arbitration, unemployment insurance appeal hearings, and disability retirement appeal hearings.
- Advises, confers and counsels employees, supervisors and managers in the handling of interpersonal relationships, conflict resolution and consensus building. Assist in the mediation and resolution of workplace conflicts and concerns.
- Serves as the custodian of records with the Department of Justice and manages the District's Employee Pull Notice program.
- Represents Human Resources in support of Board Committees as necessary.
- Administers and maintains all aspects of the District's classification, compensation and benefit programs. Determines appropriate internal and external comparators, and makes recommendations; develops, implements, and administers compensation strategies and programs and classification plans.

- Directs the administration of the District's multi-tiered employee benefits programs, including retirement, health, life, dental, vision, long-term disability, and employee assistance program.
- Administers Consolidated Omnibus Budget Reconciliation Act (COBRA), unemployment insurance and leave of absence programs. Supports and monitors contracts with insurance brokers and various third-party benefits administrators and health carriers including workers' compensation.
- Manages the District's safety and training programs and activities, including Occupational Health and Safety Administration (OSHA) compliance, safety, and staff development.
- Manages the development and provision of employee development programs for the purpose of improving employee performance, facilitating internal promotions and maximizing employee contributions to the District.
- In coordination with the General Counsel's office, develops and administers loss prevention programs in order to minimize personal and District losses due to general liability, vehicle liability and work related injury or illness; oversees insurance procurement and District participation in insurance pools.
- Manages employee relations activities; provides advice and counsel to department managers, supervisors, and employees in the interpretation of human resources laws, rules, regulations, policies, procedures, administration of grievances, and compliance with Memorandum of Understanding (MOU); works closely with other management on issues that require resolution or contract clarification.
- Manages the District's performance management program. Oversees and ensures that performance evaluations are well-documented and submitted in a timely manner.
- In coordination with the General Counsel's office, identifies legal requirements and government regulations affecting human resource functions, and ensures policies, procedures, and reporting are in compliance.
- Conducts or oversees workplace investigations; writes various notices and related correspondence for General Counsel's office's review and approval; makes recommendations to the General Manager and General Counsel; coaches managers and supervisors regarding the conduct of termination meetings and serving as witness to terminations; participates in the grievance process and attends grievance hearings.
- Administers and manages a variety of functions in the human resources management program including developing and administering a records management system and ensuring compliance with applicable laws, rules, and regulations.
- Provides staff assistance to the Chief Financial Officer/ Administrative Services Director; prepares and presents regulatory and staff reports and other written materials. May act as Director of Administrative Services in that person's absence.
- Monitors changes in laws, regulations, and technology that may affect District or human resources operations; implements policy and procedural changes as required.
- Develops and maintains productive relationships with other jurisdictions and with all levels of government to ensure familiarity with current personnel practices and methodologies.
- Attend Board of Directors meetings as assigned by the General Manager or Director of Administrative Services.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and techniques of human resources, including recruitment and selection, equal employment opportunity; job analysis and classification; compensation analysis and administration; benefits administration, workers' compensation; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Principles and practice of organization, administration, budget and personnel management.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to Human resource administration and management, collective bargaining and labor relations, and equal employment opportunity.
- Procedures and issues involved in administering benefit programs and laws including workers' compensation, the California Public Employee Retirement System (CalPERS), COBRA, Affordable Care Act, Americans with Disabilities Act, state and federal leave laws and statutes, and other benefit programs.
- Practices and techniques for evaluating and managing outcomes including the maintenance and analysis of human resources metrics.
- Individual and organizational behavior, motivation, and theories of current management practices.
- Principles and practices of leadership, effective communication, and effective organizations.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Plan, manage, and direct the District's human resources projects and programs.
- Prepare and administer budgets for the Human Resources Division.
- Develop, implement and monitor the Human Resources Division goals, objectives, policies and programs in accordance with District policies, goals and objectives.
- Develop and make recommendations regarding the creation, revision, or abolishment of personnel rules, policies and procedures.
- Conduct labor negotiations including developing management proposals, costing union proposals and representing the position of management in the conduct of formal negotiations in a unionized environment.
- Resolve and mediate conflict or concerns. Facilitate communication between all parties and keep in balance the best interest of the District.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, focus discussion of possible solutions, and implement recommendations in support of goals.
- Prepare clear and concise reports, correspondence, procedures, instructions and other written materials.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations, and of peace officer personnel records.
- Effectively represent the assigned function and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective professional working relationships with co-workers, other managers, and others contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A Bachelor's degree in public or business administration, human resources, labor or industrial relations, or a related field. A Master's degree is highly desirable. Five or more years of progressively responsible experience in the following areas: recruitment and selection, employee relations, labor relations (including contract negotiations), pay and classification, and benefits administration. Additionally, at least three years of supervisory/management experience is required.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of a Human Resources professional certification is highly desirable, such as through the International Public Management Association for Human Resources, the Society for Human Resources Management, the California Public Employers Labor Relations Association – Labor Relations Academy, or a certificate in HR Management from a university program.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 in work areas 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.

EFFECTIVE: FEBRUARY 2017  
FLSA: Exempt