



## Midpeninsula Regional Open Space District

### **HUMAN RESOURCES SUPERVISOR**

#### **DEFINITION**

Under general direction, plans, schedules, assigns, and participates in the daily operations and activities of Human Resources in the Administrative Services Department, including recruitment, classification, compensation, benefits administration, employee training and development, workers' compensation, and employee and labor relations; assists in departmental planning activities to improve organizational productivity and customer service; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; and performs related work as required.

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

Receives general direction from the Human Resources Manager. Exercises general supervision over assigned staff.

#### **CLASS CHARACTERISTICS**

This is the full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned 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 activities and operations of assigned area, including participating in short- and long-term planning. Incumbents are expected to independently perform the full range of human resources duties as assigned as well as skill in coordinating work with that of other District departments and public agencies as appropriate. This class is distinguished from the Human Resources Manager in that the latter has overall management responsibility for all human resources programs, functions, and activities and for developing, implementing, and interpreting public policy.

#### **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.*

- Plans, organizes, assigns, supervises, and reviews the development and administration of comprehensive human resources programs, including recruitment and selection, benefits administration, workers' compensation, job analysis and classification, compensation, labor negotiations, employee training and development, and general human resources programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of assigned staff; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Participates in the development, administration, and oversight of assigned budget.

- Assist in overseeing the development and implementation of sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background investigative policies and procedures; oversees and conducts background investigations; ensures equal employment opportunity and affirmative action for all candidates.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and modifies existing classification specifications as appropriate; conducts compensation studies, determines appropriate internal and external comparators, and makes recommendations; develops, implements, and administers compensation strategies and programs and classification plans; responds to external compensation surveys.
- Assists in administering the District's multi-tiered employee benefits programs, including plans such as retirement, health, life, dental, vision, long-term disability, employee assistance program, Consolidated Omnibus Budget Reconciliation Act (COBRA), and leave of absence programs; may act as a liaison to various third-party benefits administrators and health carriers.
- Supervises the District's training program and activities, including Occupational Health and Safety Administration (OSHA) compliance, safety, and staff development.
- Oversees administration of workers' compensation claims management function.
- May develop and participate in employee relations activities; provide 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); may work with management on issues that require resolution or contract clarification.
- Oversees performance management program; answers questions to managers and supervisors in completing evaluation forms; reviews performance evaluations for consistency and makes recommendations.
- May conduct workplace investigations; write various notices and related correspondence for General Counsel review and approval; make recommendations to the General Manager and General Counsel; coaches managers and supervisors regarding the conduct of termination meetings and serve as witness to terminations; participate in the grievance process and attend grievance hearings.
- Assist the Human Resources Manager with labor contract negotiations as directed; prepare labor relations documents and contract language; may represent the District in meetings with bargaining units.
- Administers and oversees 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.
- Coordinates assigned services, projects, and activities with other departments and outside agencies as appropriate.
- Provides staff assistance to the Human Resources Manager; may prepare and present regulatory and staff reports and other written materials.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of human resources administration.
- Monitors changes in laws, regulations, and technology that may affect District or human resources operations; implements policy and procedural changes as required.
- 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, and affirmative action; 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- 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:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned human resources programs and activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the assigned function and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- 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 working relationships with those 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:*

Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field and three (3) years of professional experience in human resources administration.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

**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: December 2011  
REVISED: August 2017  
FLSA: Exempt