



JOB TITLE:	HUMAN RESOURCES MANAGER	DIVISION:	DISTRICT – HUMAN RESOURCES
REPORTS TO:	DEPUTY GENERAL MANAGER – ADMIN & DEVELOPMENT	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	EXEMPT	SAFETY- SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under the supervision of the Deputy General Manager of Admin & Development, this position is responsible for managing either the Employment Administration or HRIS/Compensation unit/s. Key areas of responsibility include, but are not limited to, employee recruitment, selection, and retention; records management; benefits administration; job classification and compensation. This position may also be involved in aspects of labor relations and talent acquisition/retention programs.

## Essential Responsibilities

### A. EMPLOYMENT ADMINISTRATION

- Leads, develops and implements recruitment strategies to attract and hire qualified candidates.
- Oversees the onboarding process for new hires, ensuring a smooth transition and integration into the organization.
- Supervises and develops subordinate staff involved in employment functions.
- Develops, executes and/or aligns recruitment strategy for Talent Pipeline Development, Diversity Outreach, Employment Branding initiatives, and Strategic Partnerships to create a successful full cycle Talent Acquisition and Management program.
- Develops and partners with the HR Management team, E- Team and department managers in creating strategies for Employee Retention and Development.
- Manages the District's New Hire Pre-Employment testing requirements and compliance to District, State and/or Federal policies.
- Oversees the employee separation and/or offboarding process.
- Utilizes NeoGov to manage applicant tracking, job postings and the hiring process.
- Administers and maintains the NeoGOV HRIS System by ensuring accurate data entry, system maintenance, and providing training and support to system users.
- Implements and manages the NeoGOV Performance Management System, tracks employee performance and training data.
- Generates reports and analyzes HR data from Neogov to support HR decision-making.



- Identifies and implements continuous improvement strategies and projects to achieve a positive candidate experience, satisfied Hiring Manager experience, and a highly performing talent acquisition team.
- Develops and/or manages employee job descriptions to ensure that it captures position requirements.
- Evaluates and manages temporary agency staffing contracts' and all other employment vendor contracts to monitor budget allocation and ensure proper implementation of deliverables
- Maintains the NeoGOV HRIS and employment policy documentations.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.

## **B. HRIS & COMPENSATION**

- Supervises and develops staff involved in this area.
- Supervises and maintains data integrity in the Finance Enterprise HR system by regularly analyzing and auditing system data.
- Maintains the Finance Enterprise HRIS and compensation policy documentations.
- Works alongside the Information Systems department on the Finance Enterprise HRIS system assessments, upgrades, and/or improvements.
- Identifies trends and implements new practices to engage and motivate employees.
- Ensures salaries and benefits comply with the current legislation by keeping track of prevailing pay rates.
- Reviews and/or manages compensation plans with monetary and non-monetary benefits that aligns with the District's strategic plan and employee needs.
- Conducts salary surveys to ensure a competitive employee compensation plans.
- Conducts position's FLSA review and determination.
- Evaluates and reports on the effectiveness of employee benefit programs.
- Tracks compensation and benefits benchmarking data.
- Oversees the District's DOT Drug and Alcohol Program.
- Attends labor contract negotiations.
- Subject matter expert for Finance Enterprise HRIS, compensation and benefits related issues and/or concerns.

## **C. Other Responsibilities**

- Ensures compliance with all applicable employment laws and regulations.
- Develops and maintains HR policies and procedures.
- Prepares and manages the HR Budgets
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance is required.



## Required Knowledge, Skills and Abilities

### Knowledge of:

- District policies, Memorandum of Agreement (MOU), and labor laws and regulations
- Principles, policies and practices of human resource management including: policy development and implementation; EEOC requirements; budget and contract administration; supervision; training, and organizational development; leadership; team building; motivation; conflict resolution; business report writing; pertinent local, state and federal laws and regulations relating to public Human Resources administration and labor.
- Principles and practices of labor relations including negotiation techniques and contract administration.
- HR Database Administration, including payroll systems
- Occupational health and safety rules and working practices applicable to this position

### Skill in or Ability to:

- Human Resource Expertise
- Relationship Management
- Consultation
- Leadership and Navigation
- Communication
- Global and Cultural Effectiveness
- Ethical Practice
- Critical Evaluation
- Business Acumen

## Minimum Qualifications

### **Education and/or Experience:**

- Bachelor's degree in Human Resource Management or relevant field.
- At least 3 years' experience in a supervisory or managerial role in full-time HR professional level position.
- Demonstrated experience in recruitment and selection; classification and compensation; staff development; and benefits administration including retiree benefit administration.
- PHR/SHPR or SHRM-CP/SHRM-SCP certified is preferred

**Physical Requirements:** Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.