

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Director of Human Resources

<b>DEPARTMENT:</b> Human Resources	<b>ACCOUNTABLE TO:</b> General Manager	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	<b>UNCLASSIFIED</b>	
<p><b>CLASS SUMMARY:</b> Under policy direction of the General Manager, incumbent is a member of the senior management team and is responsible for overseeing Padre Dam’s Human Resource and safety/risk management functions. Duties include: supervising staff; directing employment relations activities; overseeing the recruitment process; managing the budget; establishing goals; managing the employee benefits program; maintaining the classification and compensation systems; developing and maintaining policy and procedure manuals; and, managing Padre Dam’s safety, security and risk management programs.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Director of Human Resources is a stand-alone classification.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, conducting performance evaluations, handling disciplinary actions and making hiring and termination decisions.	Daily 10%
2.	Directs employee relations to include meet and confer, grievances, discipline procedures, and career development.	Daily 30%
3.	Participates on the Management Team for Padre Dam by determining items to bring to the team and assisting in making decisions.	Daily 10%
4.	Participates in and supports the mission, vision and values of the workforce partnership.	Daily
5.	Directs and provides guidance in the recruitment of new personnel to include administering tests, interviewing and selecting applicants.	Weekly 10%
6.	Administers the budget to include authorizing and monitoring expenditures.	Weekly 5%
7.	Establishes goals to ensure Padre Dam remains consistent with others and in compliance with human resources and work place safety practices and laws.	Monthly 15%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
8.	Develops and maintains Padre Dam’s employment, labor relations, EEO and Safety policies and procedures.	Quarterly 10%
9.	Directs the employee benefits programs to include determining carriers, making recommendations on deductibles, co-pays, and new benefits.	Quarterly 15%
10.	Maintains the classification and compensation systems to include drafting job descriptions, making salary recommendations, conducting market salary surveys and performing grade adjustments.	Occasionally 5%
11.	Performs other duties of a similar nature or level.	As Required

**Knowledge** (position requirements at entry):

- Managerial and leadership theories and principles;
- Federal and state guidelines, laws, and regulations;
- Labor relations;
- Employee benefit plans;
- Basic budgeting procedures;
- Compensation and classification systems;
- Workforce Partnerships;
- Basic safety, worker’s compensation, security and risk management issues.

**Skills** (position requirements at entry):

- Maintaining human resource programs and systems;
- Developing, implementing and enforcing policies and procedures;
- Preparing and administering budgets;
- Using computers and related software;
- Conducting interviews;
- Negotiating with employees;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor’s Degree in Business or a related field and five years increasingly responsible administrative/management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Master’s Degree is preferred.

**Licensing Requirements** (position requirements at entry):

Valid California Driver’s License

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

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**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Date: 4/98; 10/00