

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Human Resources Specialist

<b>DEPARTMENT:</b> Human Resources	<b>ACCOUNTABLE TO:</b> Director of Human Resources	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	<b>25</b>	
<p><b>CLASS SUMMARY:</b> Under the general direction of the Director, incumbent provides guidance and assistance in training and monitoring the performance of the department administrative assistant; plans, coordinates and conducts staffing recruitment and placement activities for Padre Dam, maintains and administers the employee benefit programs; develops and coordinates career outreach and cross-training plans for area students and Padre Dam employees; conducts internal investigations, provides resource and counsel for managers, supervisors, and employees, and coordinates the day to day operations of the Human Resources function. Additional duties include: maintaining employee personnel files and Padre Dam documentation; assisting employees and managers with interpretation and application of employment related laws, Padre Dam labor relations policies; representing Padre Dam at agency-wide meetings; coordinating Padre Dam meetings, training and events; and other duties as may be assigned.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Human Resources Specialist is a stand-alone classification and is distinguished from the Administrative Assistant by its human resources administration function.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Provides direction, guidance and assistance in training and monitoring the performance of department administrative assistant. Provides input into performance evaluation and support in those areas needing assistance.
2.	Coordinates and conducts recruitment and placement processes. Includes planning and development of recruitment and selection materials and criteria, develops recruitment resources, reviews applications, selects qualified applicants, develops and administers tests and interviews, directs interviews, provides guidance to hiring managers during selection process, conducts background checks, and certifies acceptability of employment candidates.
3.	Reviews and acts upon transactions affecting employees' employment status; maintains all documentation, including changes in pay, performance, promotions, terminations, resignations, and retirements, ensures all actions are within the requirements of negotiated agreements and Padre Dam policy.
4.	Administers legally mandated FMLA/CFRA programs and Padre Dam's Long Term Disability benefit program.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
5.	Administers Padre Dam's benefit program, including coordinating enrollment; providing guidance and assistance to employees with questions regarding their benefits; reviewing and authorizing payment of insurance premiums; handling dispute resolution (billing errors and employee benefit disputes); serving in a fiduciary role in the administration of Padre Dam benefits and maintaining oversight for annual open enrollment process.
6.	Monitors and analyzes legislative changes and requirements for impact upon Padre Dam's benefit programs; updates and develops policy revisions necessary to meet legal requirements.
7.	Provides guidance to employees and managers in regard to performance and potential disciplinary issues. Also provides guidance in accessing, interpreting and analyzing policies related to labor relations.
8.	Represents Padre Dam at meetings, training sessions, job fairs and public relation functions; keeps Padre Dam human resources function up to date.
9.	Plans and coordinates career outreach, cross-training and career development programs for Padre Dam employees, college students and local high school students.
10.	Performs other duties of a similar nature or level.

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

- Federal and state employment guidelines, laws, and regulations;
- Labor relations practices;
- Employee benefit plans;
- Benefits laws and regulations
- Basic accounting and mathematics.
- Human relations and problem solving strategies

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

- Using computers and related software;
- Speaking to the public;
- Reading and interpreting regulations;
- Training and development methods;
- Facilitation and problem solving techniques;
- 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.

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<p><b>Training and Experience</b> (position requirements at entry): Associate's Degree and two years of related human resources experience; or, Human Resources Certification and five years of related human resources experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <ul style="list-style-type: none"><li>• Valid California Driver's License</li></ul>
<p><b>Physical Requirements:</b> Positions in this class typically require: reaching, sitting, mobility, fingering, talking, hearing, seeing and repetitive motion.</p> <p>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.</p>
<p><b>Classification History:</b> Date: 4/98; 3/00; 10/01; 1/02; 1/05</p>