

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Director of Human Resources

DEPARTMENT: Human Resources	ACCOUNTABLE TO: Chief Executive Officer/General Manager	FLSA STATUS: Exempt
SALARY RANGE:	UNCLASSIFIED	
<p>CLASS SUMMARY: Under policy direction of the Chief Executive Officer/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; participating in the negotiations process; overseeing the recruitment process; conducting training; managing the budget; establishing goals; facilitating/mediating conflicts within the workforce; conducting investigations into employee complaints; representing Padre Dam in discipline-related hearings; assuring the fulfillment of the goals and objectives of the workforce partnership; managing the employee benefits program; maintaining the classification and compensation systems; developing and maintaining policy and procedure manuals; managing Padre Dam’s safety, security and risk management programs; and other duties as assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Director of Human Resources is a stand-alone classification in that it oversees the human capital management program for the Padre Dam workforce.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, conducting performance evaluations, handling disciplinary actions and making hiring and termination decisions.
2.	Directs employee relations to include meet and confer, grievances, discipline procedures, and career development. Participates as a management representative in the meet and confer process and performs appropriate analysis on proposals made and changes that management may want to propose. Assures compliance with the Memoranda of Understanding. Facilitates and mediates conflicts within the organization. Counsels and assists departments in discipline issues and procedures to include reviewing and/or creating memoranda and verifying documentation is legally correct.
3.	Takes initial employee complaints and conducts investigation into same. Works closely with department head and legal counsel to assure legal compliance in investigation. Meets with department head after investigation to discuss results. Based on the department head’s recommendation, works with the department head to create the necessary discipline paperwork.
4.	Represents Padre Dam at <i>Skelley</i> conferences and hearings. Works with legal counsel to prepare witnesses and hearing notebook.
5.	Creates and conducts training on issues including mandatory sexual harassment training, ethics training, and other issues that may arise. Facilitates district-wide workshops such as the bi-annual Assessment & Direction Workshop.
6.	Participates on the Management Team for Padre Dam by determining items to bring to the team and assists in making decisions. Contributes to the Management Team by facilitating discussions and helping with the analysis of strategic issues. Leads the analysis and implementation of strategic workforce planning.

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7.	Participates in and supports the mission, vision and values of the workforce partnership. Assures that the goals and objectives of the workforce partnership are met in employee relations. Actively participates on the Employee Involvement Team and assists with district-wide communication on workforce partnership issues.
8.	Directs and provides guidance in the recruitment of new personnel to include creating and administering tests, leading and guiding the interview process and interview panels and facilitating the selection of applicants.
9.	Administers the budget to include authorizing and monitoring expenditures.
10.	Establishes goals to ensure Padre Dam remains consistent and in compliance with human resources and work place safety practices and laws.
11.	Develops and maintains Padre Dam's employment, labor relations, EEO and Safety policies and procedures.
12.	Directs the employee and retiree benefits programs to include determining carriers, making recommendations on deductibles, co-pays, and new benefits. Facilitates the Benefits Task Force to educate employees on benefits issues and plans for recommendation to the entire workforce.
13.	Maintains the classification and compensation systems to include drafting job descriptions, making salary recommendations, conducting market salary surveys and performing grade adjustments.
14.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Managerial and leadership theories and principles;
- Federal and state guidelines, laws, and regulations;
- Labor relations;
- Facilitation/mediation;
- Conducting investigations;
- Adult learning techniques;
- Employee/retiree benefit plans;
- Human capital management;
- Strategic workforce planning;
- Basic budgeting procedures;
- Compensation and classification systems;
- Workforce Partnerships;
- Basic safety, worker's compensation, security and risk management issues.

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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;
- Creating valid employment tests;
- Creating and facilitating interview panels;
- 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

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; 5/09