



December, 2017

DRAFT

HUMAN RESOURCES OFFICER/CLERK OF THE BOARD Salary Grade 501

DEFINITION

Under general direction, plans, organizes, manages, and performs a diverse range of human resources functions; areas of responsibility include recruitment and selection, salary and benefits administration, labor relations, payroll administration, risk management, and records management; serves as Clerk to the Board of Directors, performing highly responsible and complex administrative and secretarial duties for the Board of Directors, General Manager, and Legal Counsel; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This single position management class serves as a member of the Executive Team with responsibility for the direction and management of the Human Resources Division and Clerk of the Board functions. This position facilitates and supports the work of executive management staff by performing diverse, specialized, and complex work involving significant accountability and decision-making. Incumbents are accountable for accomplishing functional and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Director of Administrative Services in that the latter has management authority for planning, organizing and directing the full scope of the department.

EXAMPLES OF DUTIES (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.

- Provides complex administrative support to the District Board and committees; prepares minutes; types and proofreads a variety of complex and confidential reports, letters, memoranda, forms, resolutions, ordinances, legal notices, and related records and reports; assures Board compliance with applicable legal requirements; coordinates Board scheduling; attends meetings; and follows-up on decisions as required.
- Coordinates with other departments and assists with preparation of Board meeting staff reports and packets; reviews packets for completeness and coordinates duplication, distribution, and posting of the packets.
- Works closely with the third-party administrator to process all claims against the District and administers the workers' compensation program.
- Administers District benefit plans; orients and enrolls employees; acts as liaison with benefit carriers to address claims or issues; reviews and coordinates payment of employee insurance premiums.

- Coordinates employee relations activities, such as performance evaluations, selections, promotions, and providing assistance to management, supervisors, and staff in the interpretation of policies, Memorandum of Understandings, and the processing of grievances.
- Coordinates all aspects of the recruitment process, including: posting notices to solicit applications, reviewing applications to determine whether they meet minimum qualifications, developing exam materials and evaluation criteria for oral/and or written exams, soliciting oral board raters and scheduling interviews, overseeing interview process, reviewing results of interview process with managers, scheduling final interviews, conducting background checks, pre-employment physicals, and drug screens, preparing offer letters, and performing new employee orientation.
- Consults with and advises District managers and supervisors on specific personnel and employee relations problems; assists in investigating employee relations issues, concerns, and problems; assists in the administration of employer-employee relations, including discipline and discharge actions.
- Coordinates classification and compensation program administration and implementation.
- Develops, recommends, and implements District policies, procedures, and standards for personnel and risk management operating procedures.
- Maintains the confidential personnel files, medical records, and other employee records.
- Manages District drivers' program in compliance with the California Department of Transportation regulations, including coordination of physicals and drug screens.
- Coordinates insurance coverage for all District property, vehicles, and drivers.
- Responds to public records requests and general inquiries.
- Accepts subpoenas, summons, and complaints on behalf of the District.
- Oversees planning for employee functions.
- Coordinates special projects that vary depending on the needs of the District.
- Collaborates with other District managers in the furtherance of District's goals.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected District Board.
- Principles and practices of public meeting notifications and protocols.
- Principles and practices of human resources program development and administration in a public agency setting including recruitment and selection, benefits, leaves, and classification and compensation.
- Practices and techniques of employee relations, including negotiations and the interpretation of laws, regulations, and memoranda of understanding.
- Principles and practices of workers compensation plan administration.
- Codes, regulations, policies, technical processes, and procedures related to District activities.
- English usage, grammar, and punctuation.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Records management principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and maintain equitable and consistent human resources programs and plans related to recruitment and selection, classification and compensation, benefits, and employee relations functions.

- Provide highly complex administrative support to the General Manager and the Board of Directors, and perform the duties of the Clerk of the Board.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Organize own work, set priorities, and meet critical deadlines.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent to an associate degree in business or public administration, human resources management, or a related field; OR completion of the twelfth (12th) grade supplemented by college level coursework in business or public administration, human resources management, or a related field, and possession of a certification in Human Resources obtained through a nationally recognized organization including, but not limited to, Society for Human Resources Management (SHRM) or the International Public Management Association for Human Resources (IPMA-HR).

Experience

Five (5) years of progressively responsible human resources program administration experience; preferably in a public agency setting.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.

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 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 up to 25 pounds.

ENVIRONMENTAL CONDITIONS

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.