



HUMAN RESOURCES MANAGER

Hourly Rate: \$41.62 – \$55.77 with benefit package

Filing Deadline: Open Until Filled

DEFINITION

Under administrative direction, plans, directs and manages the staff and activities of El Dorado Transit's human resources functions; areas of responsibility include benefits administration, leaves of absences, employee relations, labor relations, recruitment and selection, classification and compensation, training and policy and procedures interpretation; performs the most difficult and sensitive analytical work in the assigned functional areas; works with the Executive Director in developing and implementing human resources program strategies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises direct supervision over technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is a management classification which oversees, directs and participates in El Dorado Transit's human resources program comprising benefits administration, leaves of absences, employee relations, labor relations, recruitment and selection, classification and compensation, training and policy and procedures. Serves as a resource to the Executive Director and other managers on human resources program short and long-term planning, and the development of policies and procedures. Performance of the work requires an extensive professional background, as well as skill in coordinating human resources program operations with those of other El Dorado Transit departments, public agencies and professional contracted services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (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.

- Assumes management responsibility for El Dorado Transit's human resources programs; directs, supervises, and evaluates the work of staff and activities; plans, develops, coordinates, conducts, and implements or directs the implementation of a variety of human resources related projects and/or programs.
- Selects, trains, motivates, and evaluates assigned personnel and the work of professional consultants; works with employees on performance issues; responds to staff questions and concerns; effectively recommends and implements disciplinary actions and other personnel matters.
- Assists in the development and implementation of goals, objectives, policies, and priorities for human resources programs.
- Assists in managing and participates in the development and administration of human resources' annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance; prepares and submits reports in a timely manner.
- Conducts recruitment effort for all personnel including developing job announcements, screening applicants, conducting interviews, maintaining eligibility lists and extending job offers; plans and conducts new employee orientation to foster a positive attitude toward the organization's goals.
- Administers and maintains records of benefits, leave and retirement plans; serves as liaison between CalPERS and employees; manages Consolidated Omnibus Budget Reconciliation Act (COBRA) notices for all employees and coordinates with CalPERS; manages all leaves of absences in compliance with state and federal laws.
- Analyzes, interprets and advises management and supervisory personnel on labor laws and labor contract language.
- Coordinates training related programs including, but not limited to, management training for interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment; contracts with outside vendors to provide employee training including the coordination of mandatory employee trainings.
- Advises El Dorado Transit management and Board in appropriate resolution of employee relations issues and disciplinary actions; works in conjunction with management and union representatives to coordinate meetings on labor relation issues; represents El Dorado Transit in personnel-related hearings and investigations.
- Administers El Dorado Transit's Drug and Alcohol program to comply with the U.S. Department of Transportation Federal Transit Association (FTA) program, including preparing the annual FTA Drug and Alcohol Report.
- Administers performance review program and salary administration program to ensure effectiveness, compliance, and equity within the organization; conducts wage surveys within the labor market to determine competitive wage rate processes increases and/or salary adjustments.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations; prepares reports and recommends procedures to reduce absenteeism and turnover.
- Coordinates safety and workers compensation program activities; in conjunction with other management, investigates accidents and prepares reports for insurance carrier; acts as a liaison between County Risk Management, insurance carriers and El Dorado Transit and its employees; maintains workers compensation files and coordinates return to work programs with insurance carriers.
- Interacts on a regular basis with internal management, external agencies and the general public on human resources program matters.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of human resources management.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the human resources function.
- Principles, practices, and techniques of human resources management in a public agency setting including, recruitment and selection, leave and benefits program management, classification and compensation, performance evaluations, employee/labor relations and training and development.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

- Principles and practices of conducting investigations.
- Principles of labor contract negotiation, and labor contract language and implementation.
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures.
- Principles, practices, and techniques of training and development.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- Principles and practices of maintaining complex and diverse employment related records and files.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Provide administrative, management, and professional leadership.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards for the human resources function.
- Plan and conduct effective management, administrative, and operational studies.
- Research, analyze, and make recommendations on administrative, management, and procedural practices; complex and sensitive administrative, budgetary, operational, programmatic, and organizational issues; evaluate alternatives; and reach sound conclusions.
- Develop, organize, coordinate, and implement varied projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Interact professionally on a regular basis with government officials, Board of Directors, County officials and the community at large.
- Maintain confidentiality of sensitive information.
- Lead or manage projects from inception to implementation.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form.
- Direct the maintenance of accurate records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work of self and staff, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Exercise initiative and sound independent judgment within policy guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Speak effectively before groups of customers or employees of organization.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework human resources management, business administration, public administration or a related field, and six (6) years of increasingly responsible professional human resources program experience, including two (2) years in a management capacity.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class C Driver's License and a safe driving record throughout employment.
- Possession of a PHR certification at date of appointment to the classification; an SPHR certification is preferred.

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 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. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily 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.