



## Hi-Desert Water District Classification Specification

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**Job Title:** Director of Human Resources and Risk Management

**Job Grade:** 17

**FLSA Status:** Exempt

**Date:** July 2022

### **JOB SUMMARY**

Under the direction of the General Manager, the Director of Human Resources and Risk Management plans, manages, directs, and reviews the activities and operations of the District's Human Resources & Risk Management Department including the employee relations program, equal employment opportunity and affirmative action programs, employee relations, recruitment and selection, classification, compensation and group benefits administration; coordinates assigned activities with other District departments; and provides highly responsible, complex administrative support to the General Manager; and performs related duties as assigned.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Administers and directs a comprehensive human resources program; formulates and recommends policies, regulations and practices for carrying out the program; consults with and advise the District staff to coordinate the various phases of the policies, regulations, and practices.
- Plans, organizes, integrates, and evaluates the work of the Human Resources and Risk Management personnel; with General Manager and staff, develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Directs and participates in the administration of the classification and compensation plan, as well as the District's recruitment and selection, safety, training and orientation programs, Equal Employment Opportunity (EEO), Americans With Disabilities Act (ADA) Administration, employee performance evaluation activities; administer the District's employee records system.
- Administers the planning, development, implementation, administration, and coordination of the District's risk management, liability, property, loss recovery, workers' compensation, employee safety and loss control program and serves as or designates the role of Risk Manager.
- Directs and participates in the administration of the District's employee benefits program including the District's retirement benefit program, as well as the health and welfare program.

- Develops and formulates programs and procedures for comprehensive recruitment, testing, selection, classification, compensation, training, employee relations, manpower planning and employee development systems.
- Administers the District's employee relations activities; advises and assists employees and Departmental management in a variety of personnel matters including the interpretation and application of human resources policies and the processing of employee discipline.
- Ensures the District's compliance with policies and contracts, as well as Federal, State and Local Human Resources Management Regulations.
- Coordinates Departmental activities with those of other departments; provides assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Makes presentations before the Board of Directors, Committees and/or community organizations.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achieving the District's mission, objectives, and values.
- Provides direction and advice on human resources issues as needed; ensures District compliance with all personnel rules and regulations; and reviews and investigates employee discipline and complaints of employees.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with supervisors and employees to correct deficiencies; implements discipline and termination procedures.
- Reviews and analyzes reports, legislation, court cases, and related human resources matters; prepare the initial responses for legal actions.
- Directs an effective risk management program for the District, including assessment of risk exposure and development of policies/coverages to mitigate risk; acts as liaison with legal counsel and represents the District in litigation of claims and employee related issues.
- Develops and enforces safety policies and procedures in compliance with Federal and State Occupational Safety and Health Administration (OSHA) rules and regulations.
- Performs related duties and responsibilities as required.

## **JOB SPECIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of a comprehensive human resources program including classification, recruitment, compensation, benefits, employee relations, liability, safety, and workers' compensation.
- Principles and practices of human resources management.
- Methods and techniques of employee relations.
- Principles and practices of research, report preparation and statistical analysis.
- Principles and practices of human resources program areas including classification, compensation, recruitment, employee relations and related areas.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State and Local Laws, Codes and Regulations.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
- Safety policies and safe work practices applicable to the work.

- Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

**Skills and Abilities:**

- Manage and direct the operations, services, and activities of a comprehensive human resources program.
- Plan, organize, assign, and coordinate the activities of the Department in a manner conducive to full performance and high morale.
- Identify and respond to employee inquiries, complaints, concerns, and needs.
- Oversee, direct, and coordinate the work of staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of department goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs for recruitment, classification, compensation, benefits, and employee relations.
- Deal constructively with conflict and develop a consensus.
- Prepare complex reports.
- Review, investigate and negotiate grievances filed by employees.
- Oversee employee benefits program design and administration.
- Administer a diverse human resources program including employee operations, workers' compensation, and risk management.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and Local Policies, Laws, and Regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain cooperative working relationships with the public, staff, employees, committee members, and public officials.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

**Physical Demands**

- Exposure to conditions normally encountered in a business office environment, consisting of extended sitting, standing, lifting, bending; occasional stooping, kneeling, crouching; and computer operation; operation of office equipment such as a keyboard, fax machine, postage machine, scanners, copiers, and computers.
- Hearing and vision within normal ranges with or without correction.
- Ability to speak in a manner understandable to the public, and in one-on-one situations.

## **QUALIFICATIONS**

### **Education, Training and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Minimum five (5) year of human resource experience including a minimum of two (2) years in human resource management. Human Resource work experience should include experience in personnel system development and administration, including experience with recruitment and selection, position classification, compensation system development, equal employment opportunity, risk management, safety, liability, workers' compensation, and benefit administration.

### **Desirable:**

- Bachelor's degree from an accredited college or university in business administration, human resources management, or closely related field.

### **License / Certificate:**

- Possession of a driver's license, issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

### **Other requirements:**

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.