



Title: **SUPERVISOR OF HUMAN RESOURCES & ADMINISTRATION**

Salary:	Band D
Effective Date:	01/01/13
FLSA Designation:	Exempt

GENERAL DESCRIPTION

Under general direction of the Director of Finance and Administration, plans, organizes, directs, controls, and supervises work of staff related to the centralized human resources system, including labor relations, employee benefits, recruitment and selection, training and development, and other human resources functions; office services, including word processing, files and records management, printing/duplication, library services, office inventory; and risk management. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff engaged in human resources and office services activities.
2. Selects, trains, and evaluates the performance of assigned staff.
3. Prepares the Department's annual budget; reviews expenditures to ensure they remain within prescribed limits; and justifies budget variances.
4. Communicates with staff and is responsible for ensuring compliance with District policies, rules, regulations, and guidelines.
5. Participates in formulating long-range planning goals.
6. Evaluates and interprets laws, rules, and regulations affecting employee benefits and programs; interprets and explains human resources policies and procedures; conducts salary and benefit surveys and classification studies; and coordinates the District's training and development programs.
7. Analyzes and administers the District's property, liability, and boiler and machinery insurance coverages relative to costs, values, and claims above deductibles.
8. Gathers information as a result of crop and property damage reports and investigations; coordinates damage claims with insurance carriers and makes recommendations for settlement of claims.
9. Develops and revises applicable policies, procedures, and guidelines.
10. Performs research and analysis of related subjects; and provides written and oral presentations.

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11. Serves as a member of the District's management team during labor negotiations; and develops strategies and proposals to meet the District's labor relations goals and objectives.
12. Prepares, reviews, and negotiates contracts and contract proposals.
13. Conducts a variety of investigations, including grievance processing, disciplinary actions, and discrimination complaints.
14. Maintains and ensures compliance of the District's Conflict of Interest Code.
15. Administers the District's Safety Program.
16. Performs other duties as required.

### **CLASSIFICATION REQUIREMENTS**

**Education and Experience:** Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Business Administration, Public Administration, Human Resources Management, or a related field, **and** five (5) years of increasingly responsible human resources generalist duties or managerial experience, including human resources administration, two (2) years of which must have included supervisory responsibilities.

#### **Knowledge of:**

- Principles and practices of human resources administration, including labor relations, training, recruitment and selection, salary and benefits administration, and classification.
- Federal and State laws and regulations affecting personnel work.
- Principles and practices of management, supervision, and budgeting.
- Principles and practices of risk assessment and management.
- Office practices and procedures, including filing systems and records management.
- Word processing and spreadsheet software applications.
- The use of a PC.

### **WORKING CONDITIONS**

- Possess physical characteristics to perform the critical and important duties of the job.
- Work hours other than normal work schedule.

### **STANDARD REQUIREMENTS**

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.