



# Monterey Regional Waste Management District

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## ***Job Description***

<b>Position:</b>	<b>HR Manager</b>	<b>Position Status:</b>	<b>Full Time</b>
<b>Department:</b>	<b>Human Resources</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Director of Finance &amp; Administration</b>	<b>Revised:</b>	<b>January, 2016</b>

### **DEFINITION:**

Under the direction of the Director of Finance & Administration, the Human Resources Manager administers all aspects of the MRWMD (District) human resource operations. Responsible for the effective performance of various human resource functions, including recruiting and onboarding, performance management and training, employee and labor relations, employee classifications, compensation and benefits, workers' compensation, and compliance with employment regulations and other state and federal regulations. Provides recommendations to the Director of Finance & Administration in establishing overall human resources policies. Ensures Human Resource activities are conducted in accordance with established bargaining unit contracts and District policies and procedures. Participates in contract negotiations with employee bargaining groups. Performs other job related duties such as prepare/present HR reports; facilitates dispute resolution; and investigate complaints and grievances.

### **DISTINGUISHING CHARACTERISTICS:**

This is a top level at-will management position for the organization, under direction of the Director of Finance & Administration, with responsibility for developing and managing human resource programs and services to achieve effective utilization and development of District staff. This position also is responsible for providing professional assistance and guidance to District managers and supervisors regarding labor law and District policy compliance and provides liaison role between District employees, management, and the General Manager.

**REPORTS TO:** Director of Finance & Administration

### **CLASSIFICATIONS DIRECTLY SUPERVISED:**

- Human Resources Coordinator
- Human Resources Assistant

### **ESSENTIAL FUNCTIONS:**

- Manages all Human Resources operations for the District.
- Oversees staffing, labor and employee relations, policy enforcement, employee evaluations, and maintenance of the District classification and compensation plan.
- Maintains the uniformity of District employee processes and procedures.
- Develops and maintains the Employee Appraisal Process, analyzes training needs and recommends training programs to meet those needs.
- Develops onboarding orientation program for new staff.
- Oversees workers compensation program.
- Ensures proper investigations and responses to employee complaints.

- Administers employee benefit programs.
- Supervises and evaluates the work of assigned staff.
- Represents the District as delegated by the General Manager or Director of Finance & Administration.

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and practices of public sector human resources and labor relations, including administrative analysis, recruitment and selection, classification and compensation, equal employment opportunity, employer-employee relations, and policy/program development.
- Principles, laws, rules, and regulations related to safety and risk management.
- Budget development and expenditure control.
- Laws, rules, and ordinances governing public agency personnel processes and procedures.
- Research and evaluation methodologies.
- Sound customer service practices and procedures.
- Employee development and training.
- Principles of supervision and employee evaluation.
- HRIS software and Microsoft Office Programs

#### **Ability to:**

- Plan, organize, direct, coordinate, and manage the human resources functions of the District.
- Exercise initiative, creativity and sound judgment in solving difficult administrative, technical and human resource problems.
- Provide supervision, training, and work evaluation for assigned staff.
- Maintain coordination for District Safety and Risk Management.
- Formulate, implement, and evaluate personnel and labor relations systems and procedures.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Communicate effectively, verbally and in writing, in a variety of settings.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Consistently utilize exceptional human relations skills on a diverse group of employees, associates and members of the public.

### **TRAINING AND EXPERIENCE:**

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

- Equivalent to a BA degree from an accredited college or university in human resources management, business administration, psychology or closely related field; and
- Five years of increasingly responsible experience in the development and administration of HR programs, including at least two years in a management or supervisory capacity, preferred.
- A SPHR certificate is preferred.

**Special Requirements:**

- Continued possession of a valid California Driver's License
- Bilingual Spanish highly desirable

**TYPICAL WORKING CONDITIONS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

**Work Environment** - Normally work is performed in an office environment; minor exposure to outdoor conditions; constant contact with staff and the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print