

North Marin Water District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions may not include all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HUMAN RESOURCES / SAFETY MANAGER

DEFINITION

Under general direction, the Human Resources/Safety Manager plans, organizes, administers, coordinates and supervises multiple programmatic areas within the Human Resources Division of the Accounting Department requiring professional knowledge of payroll, financial reporting, administrative human resources and safety management. Performs highly complex professional, technical, and analytical work involved in the implementation of the District's Human Resources or Employee Risk/Safety Management programs including: Health/Safety, wellness, leave administration, workers compensation, payroll, PERS, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline and grievances; the Human Resources/Safety Manager delivers high quality, customer-focused human resource services in multiple programmatic areas; manages Human Resources team members in carrying out programmatic functions and maintains compliance with applicable state and federal laws and regulations. Performs and manages a variety of professional human resources and safety functions; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The Human Resources/Safety Manager position is responsible for providing human resources and safety support to District staff and management.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Auditor-Controller. Exercises supervision over Human Resources functions, and directly supervises Storekeeper/Safety Coordinator. May provide direct and indirect supervision to professional, technical and clerical staff, as well as contractors.

ESSENTIAL DUTIES (may include but are not limited to the following)

- Establish department goals, objectives, policies, procedures and priorities; develop, implement and maintain programmatic responsibilities for Districtwide projects and programs related to workforce administration.
- Provides management oversight, organizes and administers human resources program areas such as safety, wellness, leave administration, workers compensation, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline and grievances, staff coaching and development, including employee training.

Approved	DM
Date	10/16/19

- Plans, organizes, administers, and oversees a wide range of human resources and safety services in compliance with District policy, state and federal regulations.
- Serves as a consultant to departments to identify and solve complex, technical and sensitive problems related to human resources and/or safety issues.
- Develops and implements legally compliant workforce talent management.
- Analyzes trends and recommends programs to revise existing procedures as needed to meet new or anticipated regulations; ensures Districtwide operational efficiencies, manages employee risk and safety systems as well as long-term workforce management needs.
- Develops and implements legally compliant district-wide safety programs and trainings.
- Interprets labor agreements and other District rules, regulations, policies and procedures; provides analytical and strategic support for labor relations matters; assists in determining proposal costs, and may serve as a member of the District's negotiation team.
- Conducts investigations, such as grievances, employee misconduct, and claims of discrimination and sexual harassment; works with departments, legal, and bargaining units on disciplinary and grievance matters.
- Develops goals, objectives, and performance measures to manage assigned programs; assesses the effectiveness of programs and services provided and seeks ways to improve services and programs; advises Auditor/Controller and General Manager using sound human resources strategies, practices and techniques to solve complex employee and organizational issues, and effectively plan for and manage the District's workforce.
- Supervises, trains, coaches and evaluates assigned staff, and addresses job performance issues; recommends the hiring of District staff; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for all human resources programs and projects.
- Researches, analyzes and develops recommendations on a wide range of human resources and safety-related issues; monitors and analyzes laws and pending legislation which impact District operations; administers a hazardous material and waste management program; stays current of new trends and innovations in the field of human resources and safety, and continually monitors the District's compliance with federal and state laws and regulations.
- Performs policy analysis on a wide range of programs, organization procedures, and services; monitors District's compliance with current employment laws; receives, researches and prepares responses to correspondence.
- Coordinates significant administrative projects requiring District-wide coordination; assists in budget matters related to staffing, and provides payroll support;
- Supervises, verifies and assists where necessary with preparation of payroll, PERS and other employment-related overhead and expenses.
- Monitors compliance with the District's purchasing policy;
- Troubleshoots and recommends improvements in methods, procedures, software and forms;
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Makes presentations to various groups inside and outside the agency.

OTHER DUTIES

Assists the Auditor-Controller and other Department Heads and supervisors with Human Resources and Safety responsibilities, and takes a lead role when assigned in safety planning/coordination, employee relations, collective bargaining, recruitment and selection, classification and compensation, employee development, employee benefits administration, and performance management and discipline. Maintains an up-to-date Employee Handbook, job descriptions, tracks the performance evaluation

program to assure annual reviews are conducted, insures compliance with District personnel policies. Assists outside auditors with annual audit; may act as Auditor-Controller in his/her absence.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class):

Education/Experience

Sufficient experience and education in human resources and payroll functions to perform the duties of the Human Resources/Safety Manager classification. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in Human Resources with a Safety or Risk component and a Bachelor's degree in human resources, business administration, accounting, management or a closely-related field from an accredited college or university. Three-years of experience as a supervisor, and some experience in accounting, particularly public-entity payroll is preferred.

Knowledge/Skill/Ability

Knowledge of:

- Principles, practices, methods and laws of human resources – including, applicable federal and state laws, code and regulations related to employee relations, equal employment opportunity, labor relations, and safety management.
- Modern principles and practices of public human resources administration, methods of health and safety program management, performance management, training and development, employee and labor relations, salary and benefits administration.
- Organizational and management practice as applied to the analysis and evaluations of programs, policies, and operational needs.
- Current recruitment practices including writing job specifications, marketing, and legally compliant onboarding practices.
- Current safety practices, mandates and relevant trends related to injury and illness prevention.
- Analytical, statistical and research methods; including principles and practices of accounting and budget preparation, administration.
- Considerable knowledge of Federal, State, and local laws, rules, and regulations regarding public sector operations related to human resources.
- Considerable knowledge of current trends in human resources administration, including recent court decisions and legislative developments.
- Considerable knowledge of principles and practices of management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and staffing.
- Modern management methods and practices including supervision and training.
- Principles of effective case management.
- Basic inspection and investigation procedures.
- Adult learning concepts and training programs.
- Current safety practices related to injury and illness prevention.

Ability to:

- Develop and coordinate human resources program objectives with the general goals of the total organization and its various departments.
- Plan, organize, and coordinate human resources programs; supervise, train, and evaluate the performance of assigned staff; and manage human resources programs.
- Provide current and compliant safety training to employees on a variety of topics.

- Evaluate specific jobs to identify essential job duties.
- Exercise initiative, good judgment, tact, and discretion, as well as excellent interpersonal skills.
- Maintain a high degree of confidentiality related to personnel information.
- Conduct special projects requiring analysis of processes and procedures; development of recommendations to improve the effectiveness and/or efficiency of District accounting and human resources systems.
- Maintain a variety of sophisticated spreadsheets and accurate records.
- Problem solve and negotiate.
- Understand and appropriately manage sensitive and/or complex employment and/or safety situations.
- Work with sensitivity within complex administrative environments.
- Manage and complete a variety of tasks and assignments concurrently.
- Analyze, evaluate and assess program effectiveness.
- Learn quickly, work effectively under pressure and meet deadlines.
- Apply a high degree of independent judgment.
- Read and interpret complex and often conflicting laws, regulations, rules and policies.
- Prepare clear/concise written reports, memoranda, procedures and correspondence.
- Speak well and make effective training and public presentations.
- Collect, compile, and analyze data to identify trends and develop corrective action plans.
- Operate modern office equipment and standard software programs including MS Office, Neogov and Sage 100 Accounting Software.
- Establish and maintain effective work relationships with a variety of people contacted in the course of work.
- Work overtime, weekends and holidays as required, and remain available in the event of an emergency.

License/Certificate

Possession of a valid Class C California driver's license with a satisfactory driving record is required. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis. Willingness to travel to various locations within and outside the District; and to work flexible hours in order to provide training or investigation as needed.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard and adding machine. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."