

Sacramento Suburban Water District Classification Description

Job Title: Human Resources Coordinator

FLSA Status: Exempt

Supervisor: General Manager

Effective Date: September 1, 2007

Definition

This position oversees all human resource functions of the District.

Distinguishing Characteristics

With minimal direction and supervision, the Human Resources Coordinator plans, organizes, manages, coordinates and directs the personnel operations and functions of the District.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Develops, recommends and maintains District human resources policies, procedures and systems.
- Develops, coordinates, and administers employee health and benefit, Workers' Compensation and disability programs.
- Prepares and maintains District salary band records and position classification descriptions.
- Develops and maintains records of employee performance reviews.
- Organizes, develops, and implements recruitment and interview process; participates in the selection process for District vacancies; maintains eligibility lists.
- Annually develops and prepares the human resources budget and develops future budget recommendations for the General Manager.
- Maintains employee records and tracks compliance with certifications as required for applicable positions.
- Maintains accident information and prepares reports in compliance with OSHA and insurance carrier recordkeeping requirements.
- Conducts salary reviews and job audits.
- Performs orientation and exit interviews for new and departing employees.
- Regularly updates the General Manager regarding human resource operations, problems, policies and administrative information.
- Interacts with employees; serves as a resource for employee questions and provides Department support in human resource issues; develops and distributes information regarding human resource issues and policies to District staff.

- Prepares staff reports and makes presentations regarding human resource issues to the Board of Directors and to employees at staff meetings.
- Ensures District Human Resource activities are fully compliant with local, state and federal regulations, and reports to the General Manager any areas of non-compliance.
- Performs related duties as assigned.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Communicates orally with District management, co-workers, and the public face-to-face, one-to-one group settings.
- Regularly uses telephone for communications.
- Regularly uses office equipment such as computers, copiers, and postage and fax machines.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges.

Qualifications

Knowledge of:

- Principles and practices of public employment administration, including employee health and welfare benefit administration.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Techniques of position classification and salary administration.
- Recruitment and selection methods and procedures.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Personnel policy and procedure development and implementation.
- Budget development and fiscal controls.
- Modern office practices and technology.

Ability to:

- Maintain confidentiality.
- Organize data, maintain records, and prepare reports.
- Analyze situations and make sound recommendations in support of District goals.
- Maintain appropriate personal interaction with staff in difficult situations.
- Communicate effectively both orally and written.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to human resources and recommend policies and procedures that are legally compliant.
- Proficiently use computers and applicable software.
- Effectively represent the District's human resource policies, programs and services with the public, community groups, contractors and other organizations.
- Establish and maintain cooperative working relationships.

- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

The following are considered minimum requirements:

- A high school diploma or G.E.D.
- Two years' experience in Human Resources or a related field.

Desirable:

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

- Completion of a Bachelor's Degree from an accredited college or university in business administration, human resources management, or closely related field is strongly desired. Specialized training or coursework in human resources, labor management issues, benefit administration or other related topic is desirable.
- Three years of increasingly responsible experience in personnel system development and administration, including experience with recruitment and selection, position classification, compensation benchmarking, equal employment opportunity, and benefit administration is desirable.