

Sacramento Suburban Water District Classification Specification

Job Title: Human Resources Coordinator

FLSA Status: Exempt

Supervisor: Assistant General Manager

Effective Date: July 2018

Definition/Distinguishing Characteristics

With minimal direction and supervision, this position plans, organizes, analyzes, coordinates and oversees the personnel operations and functions of the District.

Examples of Duties

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, analyzes, updates, recommends and maintains District human resources policies, procedures and systems.
- Develops, coordinates and administers employee benefits, Workers' Compensation and disability programs.
- Prepares and maintains classification specifications/job descriptions for all full-time and temporary positions.
- Develops and maintains records of employee performance reviews.
- Organizes, develops and implements recruitment and interview processes and participates in the selection process for full-time vacancies; assists with recruitments for temporary vacancies; maintains eligibility lists.
- Annually develops and prepares the human resources budget and develops future budget recommendations.
- Assists management staff with employee disciplinary issues and drafts related documents as directed.
- Maintains accident information and prepares reports in compliance with OSHA and insurance carrier recordkeeping requirements.
- Performs orientation and exit interviews for new and departing employees.
- Regularly updates the Assistant General Manager regarding human resources operations, problems, policies and administrative information.
- Interacts with employees; serves as a resource for employee questions and provides Department support in human resources issues; develops and distributes information regarding human resources issues and policies to District staff.
- Prepares staff reports and makes presentations regarding human resources issues to the Board of Directors and employees.
- Insures District Human Resources activities are fully compliant with local, state and federal regulations, and reports to the General Manager any areas of potential noncompliance.

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.

- Travels occasionally by airplane and automobile in conducting District business.
- Communicates frequently with District management staff, co-workers, representatives from other agencies and the public in one-to-one and 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 with or without correction.

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.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

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 in writing.
- 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 with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications

Required:

- Associate in Arts (AA) or Associate in Science (AS) degree in Business or Public Administration, Human Resources Management or a closely related field from an accredited college or university.
- Four (4) years of broad public sector Human Resources experience.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

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:

- Bachelor's Degree in Business or Public Administration, Human Resources Management or a closely related field is highly desirable.
- Additional experience in the public or private sector in personnel system development and administration, including recruitment and selection, position classification, compensation benchmarking, equal employment opportunity and/or benefit administration, is highly desirable.
- Specialized training or coursework in human resources, labor management issues, benefit administration or other related areas is desirable.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.