

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Human Resources Specialist

DEPARTMENT: Human Resources	ACCOUNTABLE TO: Director of Human Resources & Administrative Services	FLSA STATUS: Exempt
SALARY RANGE:	20, 25	
<p>CLASS SUMMARY: Under the general direction of the Director of Human Resources & Administrative Services, performs a variety of responsible and professional, technical and analytical activities in support of the District’s human resource management programs. Maintains and administers the employee benefit programs; develops and coordinates career outreach and cross-training plans for area students and Padre Dam employees, as needed; provides resource and counsel for managers, supervisors, and employees, and coordinates the day-to-day operations of the Human Resources function. Additional duties include: maintaining employee personnel files and Padre Dam documentation; assisting employees and managers with interpretation and application of employment related laws, Padre Dam labor relations policies; representing Padre Dam at agency-wide meetings; coordinating Padre Dam meetings, training and events; and other duties as may be assigned. In Grade 25, assists with planning, coordinating and conducting staff recruitment and placement activities for Padre Dam, develops and maintains a District wide Internship program and coordinates resolution of employee relations issues with Park Management, as needed,</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Human Resources Specialist is a stand-alone classification.</p>		

Grade 20	Grade 25	DUTY NO.	ESSENTIAL DUTIES:
C	P	1.	Responsible for the administration of Padre Dam’s benefit program, including coordinating coverage and renewal with the insurance broker, coordinating enrollment; providing guidance and assistance to employees and retirees with questions regarding their benefits; reviewing and authorizing payment of insurance premiums; handling dispute resolution (billing errors and employee benefit disputes); serving in a fiduciary role in the administration of Padre Dam benefits and maintaining oversight for annual open enrollment process.
C	P	2.	Sets up and administers legally mandated FMLA/CFRA and other leave of absence programs and Padre Dam’s short and long-term Disability benefit program. Coordinates with payroll and other departments as needed. Assists employees with all questions and concerns related to these programs.
C	P	3.	Responsible for On-Boarding of all new employees (Creation of all new hire materials, orientation, benefits, coordinating meetings with other departments, on-site mini-tour and scheduling follow-up as needed).
C	P	4.	Responsible for code maintenance, personal actions, salary notifications and other employee transaction work within the HRIS system and its corresponding modules. Also assists with HR file management (physical and electronic)
C	P	5.	Reviews and acts upon transactions affecting employees’ employment status; maintains all documentation, including changes in pay, performance, promotions, terminations, resignations, and retirements, ensures all actions are within the requirements of negotiated agreements and Padre Dam policy.

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Grade 20	Grade 25	DUTY NO.	ESSENTIAL DUTIES:
C	P	6.	Monitors and analyzes legislative changes and requirements for impact upon Padre Dam's benefit programs; updates and recommends policy revisions necessary to meet legal requirements. Makes recommendations to the Director of HR & Administrative Services on impacts to HR.
C	P	7.	Responsible for the administration of Padre Dam's Retiree Programs, including CalPERS Administration, Retiree Health Insurance & other benefits, the District's 457 Plan and other benefits that may apply directly to retirees.
C	P	8.	Assists employees with tuition reimbursement requests and certifications.
C	P	9.	Represents Padre Dam at meetings, training sessions, job fairs and public relation functions;
C	P	10	Plans and coordinates career outreach, cross-training and career development programs for Padre Dam employees, college students and local high school students; as needed.
	P	11.	Responsible for creation, administration, and implementation of a formal intern program.
C	P	12.	Respond, coordinate requests for classification, compensation, and benefit information to other organizations.
C	P	13.	Acts as the Department Purchase Processor & Time Entry Clerk and assists accounting/payroll with various end of year reports/projects.
C	P	14.	Assist with Park Volunteer program: recruitment, background clearances and orientation update and revise volunteer handbook, various forms, job specifications; and work with park staff on all HR issues. In Grade 25, under the direction of the Director of Human Resources & Administrative Services will coordinate and assist Park Management with resolving employee relation issues.
C	P	15.	Has a general knowledge of performance and disciplinary policies and procedures and assists employees and managers with interpretation of MOU in regards to these issues. Can also provide guidance in accessing, interpreting and analyzing policies related to labor relations.
	P	16.	Coordinates and conducts recruitment and placement processes. Includes planning and development of recruitment and selection materials and criteria, develops recruitment resources, reviews applications, selects qualified applicants, develops and administers tests and interviews, directs interviews, provides guidance to hiring managers during selection process, conducts background checks, and certifies acceptability of employment candidates.
C	P	17.	Performs other duties as needed.

C = Competent - Having requisite or adequate ability or qualities.

P = Proficient - A through competence derived from training and practice.

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<p>Knowledge (position requirements at entry):</p> <ul style="list-style-type: none"> • Federal and state employment guidelines, laws, and regulations; • Labor relations practices; • Employee benefit plans; • Benefits laws and regulations • Basic accounting and mathematics. • Human relations and problem solving strategies
<p>Skills (position requirements at entry):</p> <ul style="list-style-type: none"> • Knowledge of computers and related software; • Public Speaking • Reading and interpreting regulations; • Training and development methods; • Facilitation and problem solving techniques; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.
<p>Training and Experience (position requirements at entry):</p> <p>Associate’s Degree and two years of related human resources experience; or, Human Resources Certification and five years of related human resources experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p> <p>IPMA-CP, SHRM-CP, or HRCI-PHR is preferred and a minimum of one certification is required before moving to Grade 25.</p> <p>In order to obtain the higher level of pay (Grade 25), an HR Specialist must be “Proficient” in recruiting and employee relations. Proficiency can be obtained through prior job experience (3-5 years) in the specific job tasks and/or have served time in Padre Dam’s HR Specialist position and received the appropriate training. All decisions on proficiency level will be made by the Director of Human Resources & Administrative Services,</p>
<p>Licensing Requirements (position requirements at entry):</p> <ul style="list-style-type: none"> • Valid California Driver’s License
<p>Safety Priorities: Knowledge of: general office safety, proper reporting of safety violations, accidents and injuries, basic understanding of workers compensation claim process. Able to complete required and assigned safety and training assignments in a timely manner. Understands proper lifting techniques and has the ability to work in a safe and efficient manner.</p>
<p>Physical Requirements:</p> <p>Positions in this class typically require reaching, sitting, mobility, fingering, talking, hearing, seeing and repetitive motion.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
<p>Classification History:</p> <p>Date: 4/98; 3/00; 10/01; 1/02; 1/05, 10/14, 07/20</p>