

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Director of Human Resources & Administrative Services

DEPARTMENT: Human Resources	ACCOUNTABLE TO: Chief Executive Officer/General Manager	FLSA STATUS: Exempt
SALARY RANGE:	UNCLASSIFIED	
<p>CLASS SUMMARY: Under direction of the Chief Executive Officer/General Manager, incumbent is a member of the senior management team and is responsible for overseeing Padre Dam’s Human Resource, Safety & Risk Management, Information Systems and Communication functions. Duties include: establishing departmental goals and ensuring the implementation of the Strategic Plan goals for the Human Resources, Information Systems and Communications Departments and supervising staff. Duties in Human Resources include: directing employment relations activities; participating in the negotiations process; overseeing the recruitment process; aggressively effecting a succession planning and preparation program; conducting training; managing the budget; facilitating/mediating conflicts within the workforce; conducting investigations into employee complaints; representing Padre Dam in discipline-related hearings; assuring the fulfillment of the goals and objectives of the Pipeline ; managing the employee benefits program; maintaining the performance management system, maintaining the classification and compensation systems; developing and maintaining policy and procedure manuals; managing Padre Dam’s safety, security and risk management programs; Duties in Communications includes oversight of communications that enhance the image of Padre Dam among customers and employees, in the community, with other agencies, the water and wastewater industries, elected officials and the media. Duties in Information Systems includes: oversight of Padre Dam-wide programs and services related to its information system (IS) needs such as utility billing, financial systems, business solutions, cyber security, Local Area Network and Wide Area Network (LAN/WAN) based hardware and software systems, and other applications used by departments; and other duties as assigned.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Develops and directs the implementation of goals, objectives, policies and standards for the Human Resources Department; including overseeing the work of the Safety & Risk Department, Information Systems and Communication Departments and supervises the managers in those areas. Coordinates work between the departments. Participates in, or delegates when appropriate, projects and decisions relating to Safety & Risk, Information Systems and Communications and keeps CEO/General Manager informed of projects and issues within each area. Responsible for making or participating in decisions relating to Safety & Risk Management, Information Systems, and Communications and assists staff in completing complex tasks when needed.
2.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, conducting performance evaluations, handling disciplinary actions and making hiring and termination decisions.
3.	Directs employee relations to include meet and confer/clarify, grievances, discipline procedures, and career development. Participates as a management representative in the meet and confer process and performs appropriate analysis on proposals made and changes that management may want to propose. Assures compliance with the Memoranda of Understanding. Facilitates and mediates conflicts within the organization. Counsels and assists departments in discipline issues and procedures to include reviewing and/or creating memoranda and verifying documentation is legally correct.
4.	Takes initial employee complaints and conducts investigation into same. Works closely with department heads and legal counsel to assure legal compliance in investigation. Meets with department head after investigation to discuss results. Works with the department heads to create the necessary discipline paperwork.

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5.	Represents Padre Dam at <i>Skelley</i> conferences and hearings. Works with legal counsel to prepare witnesses and hearing notebook.
6.	Creates and conducts training on issues including mandatory sexual harassment training, ethics training, and training on other issues that may arise. Facilitates District wide- training and workshops as needed.
7.	Participates as a member of the Senior Management Team. Contributes to the Management Team by facilitating discussions, participating in problem solving, decision making and the analysis of strategic issues. Leads the analysis and implementation of strategic workforce planning, including aggressive succession planning and preparation programs.
8.	Participates in and supports the mission, vision and values of the Pipeline, Basin & Stream. Assures that the goals and objectives of the Pipeline are met. Has oversight of district-wide communication on Pipeline issues or concerns.
9.	Directs and provides guidance in the recruitment process for the District to include creating and administering tests, leading and guiding the interview process, interview panels and facilitating the selection of applicants. Ensures legal compliance of the recruiting process.
10.	Administers the Human Resources, Information Systems and Communication budgets to include authorizing and monitoring expenditures.
11.	Establishes goals to ensure Padre Dam remains consistent and in compliance with human resources and work place safety practices and laws. Ensures the implementation of the Strategic Plan as it relates to the Human Resources, Information Systems and Communications Department and the Workforce Partnership.
12.	Develops and maintains Padre Dam's employment, labor relations, EEO and Safety policies and procedures.
13.	Directs the employee and retiree benefits programs to include determining carriers, making recommendations on deductibles, co-pays, and new benefits. Facilitates the Benefits Task Force as needed to educate employees on benefits issues and plans for recommendation to the entire workforce.
14.	Maintains the classification and compensation systems to include drafting job descriptions, making salary recommendations, conducting market salary surveys and performing grade adjustments; proactively verifies that the classifications and compensation are appropriate and fair.
15.	Responsible for development and continuous improvement of the District's performance management system to include providing coaching and support to District Staff, training, monitoring and evaluation.
16.	Participates in the annual review and revision of Padre Dam's Standard Practices & Policies.
17.	Performs special projects and assignments as requested by the Chief Executive Officer/General Manager.
18.	Oversight to ensure that the Annual Communications Plan, Crisis Communication and IS Strategic Plan are implemented.

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18.	Performs other duties of a similar nature or level.
<p>Knowledge (position requirements at entry):</p> <ul style="list-style-type: none"> • Managerial and leadership theories and principles; • Federal and state guidelines, laws, and regulations; • Labor relations; • Facilitation/mediation; • Conducting investigations; • Adult learning techniques; • Employee/retiree benefit plans; • Human capital management; • Strategic workforce planning; • Succession planning, implementation and preparation programs; • Budgeting procedures; • Compensation and classification systems; • Employee Engagement; • Basic safety, worker’s compensation, security and risk management issues; • Project management tools; • Branding, marketing, public relations, customer service and advertising principles; 	
<p>Skills (position requirements at entry):</p> <ul style="list-style-type: none"> • Maintaining human resource programs and systems; • Developing, implementing and enforcing policies and procedures; • Preparing and administering budgets; • Using computers and related software; • Creating valid employment tests; • Creating and facilitating interview panels; • Negotiating with employees; • Solving problems; • Project Management & Oversight; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. 	
<p>Training and Experience (position requirements at entry): Bachelor’s Degree in Business or a related field and five years increasingly responsible administrative/management 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>Licensing Requirements (position requirements at entry): Valid California Driver’s License HR Certification (IPMA, SHRM, or HRCI) Preferred</p>	
<p>Safety Priorities: Knowledge of: general office safety and defensive driving techniques. Understanding of: Padre Dam’s Safety Rules and Regulations, accident and injury reporting policies and Padre Dam’s Policy and Procedures for Violence in the Workplace. Ability to: complete safety training and work in a safe and efficient manner.</p>	

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
Physical Requirements: Positions in this class typically require: fingering, talking, hearing, and seeing. 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.	
Classification History: Date: 4/98; 10/00; 5/09; 9/12, 08/16, 03/20	