



JOB TITLE:	HUMAN RESOURCES MANAGER	DIVISION:	DISTRICT – HUMAN RESOURCES
REPORTS TO:	DEPUTY GENERAL MANAGER – ADMIN & DEVELOPMENT	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	EXEMPT	SAFETY- SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the supervision of the Deputy General Manager of Admin & Development, this position is responsible for managing either the Employment Administration or HRIS/Compensation unit/s. Key areas of responsibility include, but are not limited to, employee recruitment, selection, and retention; records management; benefits administration; job classification and compensation. This position may also be involved in aspects of labor relations and talent acquisition/retention programs.

Essential Responsibilities

A. EMPLOYMENT ADMINISTRATION

- Leads, develops and implements recruitment strategies to attract and hire qualified candidates.
- Oversees the onboarding process for new hires, ensuring a smooth transition and integration into the organization.
- Supervises and develops subordinate staff involved in employment functions.
- Develops, executes and/or aligns recruitment strategy for Talent Pipeline Development, Diversity Outreach, Employment Branding initiatives, and Strategic Partnerships to create a successful full cycle Talent Acquisition and Management program.
- Develops and partners with the HR Management team, E- Team and department managers in creating strategies for Employee Retention and Development.
- Manages the District's New Hire Pre-Employment testing requirements and compliance to District, State and/or Federal policies.
- Oversees the employee separation and/or offboarding process.
- Utilizes NeoGov to manage applicant tracking, job postings and the hiring process.
- Administers and maintains the NeoGOV HRIS System by ensuring accurate data entry, system maintenance, and providing training and support to system users.
- Implements and manages the NeoGOV Performance Management System, tracks employee performance and training data.
- Generates reports and analyzes HR data from Neogov to support HR decision-making.



- Identifies and implements continuous improvement strategies and projects to achieve a positive candidate experience, satisfied Hiring Manager experience, and a highly performing talent acquisition team.
- Develops and/or manages employee job descriptions to ensure that it captures position requirements.
- Evaluates and manages temporary agency staffing contracts' and all other employment vendor contracts to monitor budget allocation and ensure proper implementation of deliverables
- Maintains the NeoGOV HRIS and employment policy documentations.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.

B. HRIS & COMPENSATION

- Supervises and develops staff involved in this area.
- Supervises and maintains data integrity in the Finance Enterprise HR system by regularly analyzing and auditing system data.
- Maintains the Finance Enterprise HRIS and compensation policy documentations.
- Works alongside the Information Systems department on the Finance Enterprise HRIS system assessments, upgrades, and/or improvements.
- Identifies trends and implements new practices to engage and motivate employees.
- Ensures salaries and benefits comply with the current legislation by keeping track of prevailing pay rates.
- Reviews and/or manages compensation plans with monetary and non-monetary benefits that aligns with the District's strategic plan and employee needs.
- Conducts salary surveys to ensure a competitive employee compensation plans.
- Conducts position's FLSA review and determination.
- Evaluates and reports on the effectiveness of employee benefit programs.
- Tracks compensation and benefits benchmarking data.
- Oversees the District's DOT Drug and Alcohol Program.
- Attends labor contract negotiations.
- Subject matter expert for Finance Enterprise HRIS, compensation and benefits related issues and/or concerns.

C. Other Responsibilities

- Ensures compliance with all applicable employment laws and regulations.
- Develops and maintains HR policies and procedures.
- Prepares and manages the HR Budgets
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance is required.



Required Knowledge, Skills and Abilities

Knowledge of:

- District policies, Memorandum of Agreement (MOU), and labor laws and regulations
- Principles, policies and practices of human resource management including: policy development and implementation; EEOC requirements; budget and contract administration; supervision; training, and organizational development; leadership; team building; motivation; conflict resolution; business report writing; pertinent local, state and federal laws and regulations relating to public Human Resources administration and labor.
- Principles and practices of labor relations including negotiation techniques and contract administration.
- HR Database Administration, including payroll systems
- Occupational health and safety rules and working practices applicable to this position

Skill in or Ability to:

- Human Resource Expertise
- Relationship Management
- Consultation
- Leadership and Navigation
- Communication
- Global and Cultural Effectiveness
- Ethical Practice
- Critical Evaluation
- Business Acumen

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Human Resource Management or relevant field.
- At least 3 years' experience in a supervisory or managerial role in full-time HR professional level position.
- Demonstrated experience in recruitment and selection; classification and compensation; staff development; and benefits administration including retiree benefit administration.
- PHR/SHPR or SHRM-CP/SHRM-SCP certified is preferred

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. May operate District vehicles.

Physical Requirements: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.