



Tuolumne Utilities District
Job Description
Human Resources Director

POSITION:	Human Resources Director	DEPARTMENT:	General Manager
REPORTS TO:	General Manager	FLSA STATUS:	Exempt
PAY RANGE:	62	DATE PREPARED:	October 2014
INCUMBENT:			

General Description:

Under general direction of the General Manager, plans, directs and coordinates the activities and operations of the District's Human Resources, Safety and Risk Management programs; including classification and compensation, benefits, recruitment, employee and labor relations, succession planning, safety and security, training and employee development; to provide leadership to the organization; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

Supervision:

The Human Resources/Safety Director exercises direct supervision over administrative support staff.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

WORKFORCE PLANNING AND EMPLOYMENT

- ♦ Develop, implement, evaluate and perform technical personnel work in the administration and maintenance of sourcing, recruitment, hiring, orientation, retention, succession planning and organizational exit programs necessary to ensure the workforce's ability to achieve the district's mission, plans, objectives and values.

BENEFITS ADMINISTRATION

- ♦ Administer the District's employee benefit program; recommend and negotiate changes; recommend funding options to the General Manager.
- ♦ Provide information and consultation to employees and retirees on the various benefits options available. The Benefits office oversees health care and flexible benefits; income, survivor protection, and retirement plans; medical-related employee leaves; and a variety of additional CSU benefits. Assists employees and retirees through the maze of California Public Employees' Retirement System retirement and health insurance benefits. Prepare required resolutions for applicable CalPERS agreements.
- ♦ Maintain records of employee benefit programs and personnel transactions, such as new hires, promotions, transfers, performance reviews, and terminations.
- ♦ Prepare and communicate information to employees and retirees pertaining to benefit

programs, procedures and changes.

- ♦ Respond to employee benefit questions, resolve problems related to access or payment of benefits, and process enrollment forms and changes.
- ♦ Review and recommend benefit plan changes to management.
- ♦ Obtain optional employee paid benefits
- ♦ Coordinate open enrollment for employees and board members.
- ♦ Trustee for flexible spending accounts.
- ♦ Policy administrator for tax-deferred savings plans
- ♦ Reconciliation and payment of insurance premiums.

CERTIFICATION, EDUCATION AND TRAINING

- ♦ Administer employee certifications to include processing new applications for certification, enrollment in classes and exams, planning and scheduling onsite training, and verification of continuing education unit requirements for certification renewal.
- ♦ Administer training programs including mandatory employment training, leadership training, career development and other educational enhancement courses.

EMPLOYEE/LABOR RELATIONS

- ♦ Identify legal requirements and government reporting regulations affecting human resources and risk management functions to ensure policies, procedures, and reporting are in compliance.
- ♦ Administer confidential matters related to labor relations.
- ♦ Direct the District's labor relations program including meet and confer; recommend and secure Board of Directors authorization for negotiating parameters; provide analysis on negotiation issues and make presentations to the Board of Directors; serve on negotiating team; devise negotiation goals and strategies.
- ♦ Oversee and assist department managers and supervisors with performance reviews and performance improvement plans.
- ♦ Oversee disciplinary action in accordance to human resources policies, procedures and rules.

RISK MANAGEMENT / SAFETY, INJURY & ILLNESS PREVENTION PROGRAM

- ♦ Oversees and implement the administration of the District health and safety program in compliance with applicable state and federal regulations, including the Injury and Illness Prevention Program.
- ♦ Plans, develops and conducts safety and health education programs; coordinates other training activities. Maintains methods to effectively communicate safety issues with all employees.
- ♦ Plans and conducts new employee safety orientations.
- ♦ Conducts Safety Committee meetings and coordinates activities of the committee.
- ♦ Conduct risk assessments for district property.

- ♦ As necessary, selects and manages the use of outside safety vendors.
- ♦ Assists Finance in establishing funding levels to meet the needs of the District's Safety and Risk Management program requirements.
- ♦ Conduct disability determinations including modified and light duty assignments.
- ♦ Available to all departments as a technical resource, adviser and guide in all matters related to safety and risk management functions and activities.

EMERGENCY RESPONSE PLAN

- ♦ Complies with all National Incident Management System (NIMS) and National Response Plan (NRP) components.
- ♦ Acts as custodian of the District's Emergency Response Plan. Provides updates, critical incident planning, regular training exercises, crisis management and communication. Takes proactive steps in preventing disasters, including terrorism.
- ♦ Works with local law enforcement agencies to provide a close security partnership and implements protocols for joint training exercises.
- ♦ Oversees security programs including vulnerability assessments of District's facilities, employee training and community education.
- ♦ Represents the District at meetings with other agencies and the public.

WORKERS' COMPENSATION

- ♦ Monitors facilities and work behaviors for exposure to potential safety and health hazards. Coordinates repairs and modifications to equipment, processes and facilities.
- ♦ Investigates injuries and accidents and prepares reports.
- ♦ Works directly with workers' compensation insurance carrier to manage District claims.
- ♦ Works with supervisors and employees to promote the District's Early Return to Work Program offering modified and/or alternate duty assignments.
- ♦ Works closely with management in workers' compensation claims administration. Evaluates claims to determine areas/departments with high frequency and severity. Closely monitors experience modification rate.
- ♦ Manages District's workers' compensation insurance carrier's Credit Incentive Program to ensure maximum insurance premium savings.
- ♦ Maintains injury/incident records and reports for use in accident prevention activities.

DRUG- & ALCOHOL-FREE WORKPLACE PLAN

- ♦ Administers the Department of Transportation Drug & Alcohol program.
- ♦ Maintains Driver Qualification Files and oversees the Biennial Inspection of Terminals (BIT) program.

- ♦ Coordinates random drug and alcohol testing in compliance with DOT and District policy.
- ♦ Provides employee and supervisor Drug & Alcohol Free Workplace Plan training requirements.

CLASSIFICATION AND PAY

- ♦ Conduct studies to determine appropriate classification and compensation of District personnel.
- ♦ Prepare job descriptions and classification plans.

PAYROLL

- ♦ Process all salary, benefits and tax related changes.

SEPARATIONS

- ♦ Process all types of separations, including CalPERS retirement, and provide assistance with next steps.
- ♦ Exit interviews and post-employment processing.
- ♦ Reimburse retirees for health insurance based on obligation from applicable union contracts.

LEAVE OF ABSENCE

- ♦ Coordination of all leaves of absences, including FMLA, ADA, Interactive Process, and EEOC.

POLICIES AND PROCEDURES

- ♦ Research, develop and implement new policies and procedures pertaining to human resources, including Memorandum of Understanding and Employee Personnel Policies/Handbook.

LIABILITY / CLAIMS MANAGMENT

- ♦ Oversee Property/Liability insurance policy including changes to coverage.
- ♦ Asset management - insurance renewal.
- ♦ Oversee all Claims against the District, including on-site visits and investigations.
- ♦ Speak directly with individuals filing claims and provide direction.
- ♦ Collect all necessary information, including incident report(s), photos, property inspection reports, and invoices for any damages.
- ♦ Assist claims adjusters with on-site visits.
- ♦ Assist insurance carrier in the defense of litigated claims; represent the district in court.

OTHER

- ♦ Attend Board of Director and committee meetings and other meetings as needed.
- ♦ Oversee coordination in the celebrations of retirement, holidays and staff.

- ♦ Oversee the record-keeping and inventory of district property.
- ♦ Performs other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Principles and practices of risk management relating to general and financial liability protection.
- ♦ Principles and practices of public agency personnel administration including classification, compensation, recruitment and selection.
- ♦ Principles and practices of benefit administration, training, ,and employee development.
- ♦ Principles and practices of employee/labor relations.
- ♦ Principles and practices of management and organizational development.
- ♦ Principles and practices of budget preparation and administration.
- ♦ Principles and practices of supervision, training and evaluation.
- ♦ Principles and practices of financial record keeping and reporting.
- ♦ Methods and techniques used in assessing liability claims for property damage and accidents.
- ♦ Pertinent federal, state, and local laws, rules and regulations.
- ♦ Computer and software applications, including Word, Excel and PowerPoint.
- ♦ Correct application and usage of the English language, including spelling, grammar and punctuation.
- ♦ Safety and loss control principles, practices and procedures.
- ♦ Accident reporting and investigation procedures.
- ♦ Emergency preparedness planning and emergency response procedures and protocols.
- ♦ Water and Sewer District operations
- ♦ Worker's Compensation, liability and property claim administration
- ♦ Crisis management and communication.
- ♦ Vulnerability assessments for security issues.
- ♦ Applicable industry safety rules.

Ability to:

- ♦ Independently develop, organize and direct a comprehensive human resources program.
- ♦ Work with management staff to analyze problems and identify alternative solutions.
- ♦ Plan, organize, direct and control Department activities.
- ♦ Hire, supervise, train and evaluate the work of assigned staff.

- ♦ Read, interpret and apply complex regulations, policies, procedures and contract provisions.
- ♦ Collect, analyze and interpret survey and statistical data.
- ♦ Interpret and apply applicable federal, state, and local laws, rules and regulations.
- ♦ Deal constructively with conflict situations.
- ♦ Use sound judgment within established guidelines.
- ♦ Conduct or oversee personnel management, salary and benefit surveys.
- ♦ Coordinate and facilitate District training programs.
- ♦ Deliver effective classroom and/or group training or instruction related to personnel or safety policies.
- ♦ Maintain a high degree of confidentiality of personnel records and in all aspects of labor relations (i.e. grievances, selection processes, problem solving, disciplinary matters)
- ♦ Research and prepare clear and concise comprehensive reports, correspondence and other written material and maintain accurate records.
- ♦ Establish and maintain cooperative working relationships with those contacted in the course of work.
- ♦ Communicate clearly and concisely, both orally and in writing.
- ♦ Understand and convey personnel policies and procedures to employees, supervisors, managers, and the general public.
- ♦ Organize and manage multiple priorities.

Physical Demands:

The physical demands described 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 functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members, Board members, the public, outside vendors, other agency and government representatives; maintain the capacity to sit at a desk or in meetings for extended periods of time; file and retrieve documents from filing cabinets and storage areas, requiring stooping, bending and reaching; stand, and, use hands and fingers to write and to feel and operate office equipment.

While performing safety and risk management duties, the employee may be required to: Walk, climb and negotiate uneven terrain. Ascend and descend steps and embankments. Lift, push, pull and carry up to 25 lbs. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.

Outside: Works infrequently in a variety of environments, including water and wastewater facilities, construction sites, and outdoor locations. Performs work in a variety of weather conditions ranging from snow to 100+F. Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Minimal exposure to noise generated from the operation of office equipment and equipment in the field.

Education and Experience Guidelines:

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

Education/Certification:

- ♦ Bachelor's degree from an accredited college or university. A degree in Human Resources or a related field is desirable.
- ♦ Possession of a valid California driver's license, a satisfactory driving record, and be insurable by the District to operate District vehicles.
- ♦ Possession of, or will obtain within 18 months, Professional in Human Resources (PHR) certification through the Human Resources Certification Institute (HRCI), or any equivalent certification from a nationally recognized association, such as SHRM.
- ♦ Possession of a high degree of knowledge in Occupational Safety Management standards, rules and regulations such as Certified Safety Management Specialist (CSMS) from the Professional Safety Institute from Safety Center, Inc.

Experience:

- ♦ Five years of increasingly responsible experience in a comprehensive public sector Human Resources Program which included employee relations functions administering occupational health and safety, employee benefits, workers' compensation, and/or similar programs.
- ♦ Five years' experience with a government agency contracted with the California Public Employees' Retirement System for retirement and health insurance benefits.
- ♦ Three years' experience as a supervisor, management experience desirable.

- ♦ Two years of technical experience in claims, investigation of liability, loss prevention or property and liability insurance.

Work Hours:

7:00 a.m. to 4:00 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Is subject to after-hours calls and unscheduled work. Must be available to work overtime and to attend evening Board of Directors meetings when required.

I have reviewed and agree that this job description accurately reflects the position.			
Supervisor's Signature	Date	Employee's Signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			