



## Job Description

### Human Resources Manager

**Date:** August 28, 2023  
**Department:** Administration  
**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt  
**Salary Range:** \$86,734 - \$117,346  
**Supervises:** 1 (HR Clerical Asst)

#### JOB SUMMARY

Under administrative direction, plan, organize, and oversee all human resource functions of the District, including recruitment and selection; training and development; compliance with HR laws for public agencies; performance management; compensation and payroll administration; safety and wellness planning; development of personnel policies and procedures; coordinating personnel risk management and worker's compensation; and performing other job-related duties such as monthly staff reports; annual budgeting; periodic dispute resolution; and occasional investigation of complaints and grievances.

#### DISTINGUISHING CHARACTERISTICS

This is a top-level at-will management position for the organization, under the direction of the Chief Executive Officer, with responsibility for developing and managing human resource programs and services to achieve effective utilization and development of District staff. This position is also responsible for providing professional assistance and guidance to department managers regarding labor law and personnel policy compliance and provides a liaison role between District employees, management, and the Chief Executive Officer.

#### QUALIFICATION REQUIREMENTS:

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

#### EXAMPLES OF RESPONSIBILITIES

- **Recruitment and Selection:** Lead and oversee recruitment and selection efforts to fill District vacancies, including conducting background investigations for new hires.
- **Employment Law, Regulations, and Legal Requirements:** Ensure strict adherence to labor laws, equal opportunity (EEO) laws, workplace safety regulations, and data privacy policies.
- **Personnel Policy Development:** Develop and recommend personnel policies and policy revisions to the Chief Executive Officer, ensuring compliance with legal requirements and best practices.
- **Risk Management:** Oversee administration for Risk Management, including liability and workers' compensation claims, ensuring the organization's compliance with safety regulations, IIPP requirements, and safety committee requirements.
- **Employee Evaluation System:** Develop and maintain the Employee Evaluation System and performance standards, ensuring uniformity of application across the District.
- **Compensation & Benefits Planning:** Take responsibility for the maintenance and administration of the District's classification and compensation plan, ensuring equity and consistency. Develop the District's annual staffing budget, ensuring efficient allocation of resources to meet organizational needs. Administer the employee benefits program, supporting employees and ensuring compliance with policies and regulations.



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- **Training and Development:** Analyze training needs in collaboration with department managers and develop training programs to address those needs. Create orientation programs for new staff to facilitate their smooth integration into the organization.
- **Employee Satisfaction:** Monitor and assess employee satisfaction levels to identify areas for improvement and implement strategies to enhance employee engagement and morale.
- **Complaints and Grievances:** Investigate and address complaints and grievances in a timely and fair manner, working to resolve issues and maintain positive employee relations.
- **Team Management:** Supervise and evaluate the work of assigned HR staff, providing guidance and support to ensure their professional growth and optimal performance.
- **Employer-Employee Relations:** Assist the Chief Executive Officer in managing employer-employee relations and union relationships, including compensation and benefit negotiations.
- **Representing the District:** Act as a representative of the District, as delegated by the Chief Executive Officer, in various internal and external settings.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles and practices of public sector human resources and labor relations, including administrative analysis, recruitment and selection, classification and compensation, equal employment opportunity, employer-employee relations, and policy/program development.
- Principles, laws, rules, and regulations related to safety and risk management.
- Budget development and expenditure control.
- Laws, rules, and ordinances governing public agency personnel processes and procedures.
- Research and evaluation methodologies.
- Sound customer service practices and procedures.
- Employee development and training.
- Principles of supervision and employee evaluation.
- HRIS software and Microsoft Office Programs

#### Ability to:

- Plan, organize, direct, coordinate, and manage the human resources functions of the District,
- Exercise initiative, creativity, and sound judgment in solving difficult administrative, technical, and human resource problems.
- Provide supervision, training, and work evaluation for assigned staff.
- Maintain coordination for District Safety and Risk Management.
- Formulate, implement, and evaluate personnel and labor relations systems and procedures.
- Collect and analyze data on various technical, analytical, and administrative topics.
- Communicate effectively, verbally and in writing, in various settings.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Consistently utilize exceptional human relations skills with a diverse group of employees, associates, and members of the public.



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### **Human Resources Manager**

#### **Training and Experience:**

Any combination of training and experience that provides the required knowledge and abilities qualifies.

A typical way to obtain the required knowledge and abilities would be: the equivalent of a Bachelor's Degree from an accredited college or university in human resources management, personnel administration, business administration, psychology, or a closely related field PLUS five years of increasingly responsible experience in the development and administration of public sector personnel programs, including at least two years in a management or supervisory capacity.

A certificate in public human resources management is desirable.

#### **Special Requirements:**

Continued possession of a valid California Driver's License issued by the State Department of Motor Vehicles is required.

#### **OTHER SKILLS and ABILITIES:**

- Ability to collaborate, motivate and support teammates.
- Involvement in community/civic health matters/projects as appropriate.
- Ability to develop relationships with vendors.

#### **PHYSICAL DEMANDS** (See complete "Physical Requirements" attached).

- The employee is frequently required to talk or hear, stand, walk, sit, reach with hands and arms, and use hands to handle, feel, and manipulate objects, tools, or controls.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee may occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job Includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use of office equipment, including computers, telephones, calculators, copiers, and FAX.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### **TYPICAL WORKING CONDITIONS**

- Normally, work is performed in an office environment; the noise level is usually moderate, with minor exposure to outdoor conditions.
- Constant contact with staff and the public.
- Risk exposure Category III.
- Tasks do not involve any risk of exposure to blood/body fluids.

#### **ADDITIONAL INFORMATION**

- All your information will be kept confidential according to EEO guidelines.
- Del Puerto Health Care District is an Equal Opportunity Employer-Minorities, Females, Veterans, and individuals with disabilities are encouraged to apply.
- Del Puerto Health Care District participates in E-Verify during the hiring process for all new employees.



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### Human Resources Manager

#### Physical Requirements

Please check one box below in Section I and Section II which apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not essential.
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	Section I					Section II		Section III
	C	F	O	S	N	E	M	Comments:
<b>Basic Skills:</b>								
Reading	X					X		
Writing	X					X		
Math	X					X		
Talking	X					X		
Hearing	X					X		
<b>Physical Demands:</b>	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>E</b>	<b>M</b>	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling		X				X		
Climbing			X			X		
Reaching Overhead		X				X		
Crouching		X				X		
Kneeling		X				X		
Balancing		X				X		
Pushing or Pulling (10-100 lbs)				X			X	
<b>Lifting or Carrying</b>	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>E</b>	<b>M</b>	
10 lbs. or less		X				X		
11 to 25 lbs.		X				X		
26 to 50 lbs.				X			X	
51 to 75 lbs.				X			X	
76 to 100 lbs.				X			X	
Over 100 lbs. (assist lift)				X			X	
Moving Patients				X	X		X	