



# MARIN MUNICIPAL WATER DISTRICT

## Human Resources Manager

### **DEFINITION**

To plan, organize, direct and review the activities and operations of the Human Resources functions of the District; to coordinate assigned activities with all divisions and outside agencies; to provide highly responsible and complex administrative support to the District General Manager; and to perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other management classifications within the District by its responsibility for administering District-wide human resource programs. Areas of program responsibility include, but are not limited to, recruitment/selection, classification/pay, employee/labor relations, benefits administration, performance evaluation system, human resource-related training, human resources information systems, and organizational human resource planning and policy development.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Develop, plan, and implement goals and objectives for the Human Resources Department; prepare and administer internal policies and procedures relating to human resources programs and activities.
- Direct, oversee, and participate in the work of the Human Resources Department; prioritize and assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures; and oversee maintenance of employee personnel files and other records.
- Perform specialized employee/labor relations work for management in negotiations; provide assistance in implementing employee discipline, administering union contracts, investigating and resolving grievances, and chairing union/management meetings; investigate and prepare reports on employee complaints, discrimination, or harassment charges.
- Supervise and participate in employee selection procedures, classification and pay studies, benefit administration issues; personnel related surveys and studies; coordinate the assembly and analysis of data; prepare and present staff reports to District management and the Board of Directors.
- Coordinate human resources activities with all divisions; explain personnel rules, laws, and regulations to managers, supervisors, employees, and others; provide advice and counsel to the General Manager, division and department managers, supervisors and employees on a variety of human resource issues, including resolving interpersonal problems and achieving conflict resolution.
- Oversee District-wide human resources-related training; assist divisions in assessing various training needs related to functional areas within the divisions and arrange training for employees through use of internal or external resources.

- Supervise and participate in development and administration of the Human Resources Department budget, forecasting funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures after budget adoption; implement adjustments as needed.
- Select, train, and evaluate staff; implement discipline as necessary, maintain high standards of performance necessary for the efficient and professional operation of the division.
- Exercises direct supervision over assigned technical and professional staff.
- Build and maintain positive working relationships with co-workers, other District employees, and the public, using principles of good customer service.
- Perform related duties as assigned.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and practices of public sector human resources administration, including recruitment/selection, classification/pay, benefits administration, and training.
- Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods and progressive discipline.
- Applicable Federal, State, and District codes, rules, regulations, and guidelines.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Computer applications related to the work, including word processing, spreadsheet use, and data information and management systems.

Ability to:

- plan, direct, and control the administration and operation of the Human Resources Division;
- develop and implement division policies and procedures as well as District-wide policies and procedures related to human resources;
- gain cooperation through discussion and persuasion;
- successfully develop, control and administer division budget and expenditures;
- analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- interpret and apply Federal, State, and District codes, rules, regulations, guidelines, policies and procedures;
- prepare clear and concise written reports, correspondence, and other written communication;
- make oral presentations to and conduct training for a variety of groups, including employees, committees, and the Board of Directors;
- plan, assign, supervise, train, and evaluate assigned personnel;
- maintain detailed and accurate records;
- establish and maintain cooperative working relationships with other District personnel and representatives of public and private agencies, as well as members of the general public;
- follow applicable safety rules and regulations;
- depending upon job assignment drive a vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the

knowledge and abilities would be:

- Experience: Five years of increasingly responsible experience in public sector human resources, including at least two of which have been in an administrative or management capacity.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public or business administration, or a related field. A Master's degree in human resources, public administration, or a related field is preferred.

### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

### **LICENSES AND/OR CERTIFICATIONS**

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: July 2004  
Revised: October 2016  
Approved by: Human Resources Manager