

SILICON VALLEY CLEAN WATER
Job Description
July 2017

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee

JOB TITLE: Human Resources Director

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Reporting to the Manager, the Human Resources Director plans and directs the Agency’s Human Resources program, including employee/labor relations; recruitment, testing, and selection; classification and compensation; employee benefits administration; orientation of new employees; Soft-skills and mandated training; employee development; performance management; policy development; and Human Resources records management.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Keep current with, interprets, provides direction and information on applicable employment laws, Memorandum of Understanding, agency policies and procedures, and local, state and federal laws.
- Develops and administers personnel functions, including recruiting, hiring, employee benefits program; provides direction and administers disciplinary procedures throughout the organization.
- Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices.
- Maintains confidential personnel files, and other sensitive employee records.
- Administers and directs a comprehensive benefits program; acts as a liaison with benefit carriers in contract negotiations.
- Directs and oversees the planning and conducting of various training and needs assessment activities.
- Develops and revises policies, procedures, and programs related to human resources.
- Provides support for labor relations matters.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Prepare and process Worker’s Compensation paperwork from initial accident reporting.

- Prepare and update Benefit Summaries.
- Prepare and process Personnel Action forms; salary adjustments, benefits enrollment/terminations.
- Prepare and administer Evaluation Spreadsheet and Reminders; process finalized employee evaluations.
- Coordinate training opportunities through San Mateo County Classes, CSRMA, LCW and other resources.
- Prepare event program, certificates and annual awards for use at the Employee Recognition luncheon.
- Administer DMV Reports program.
- Acts as the primary contact and answers work-related and work-place related questions from SVCW employees, outside agencies, and others.
- Contributes to a positive work environment by participating in solutions to problems if they occur. Strives to anticipate and make corrective actions to workplace situations to prevent problems from occurring.
- Builds and maintains positive working relationships with co-workers, other Authority employees, and the public.
- Provide staff support in complex, sensitive, or difficult human resources related assignments requiring a high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations, and contractual agreements.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures
- Principles of public administration including human resources, budget, management and administrative methods and personnel administration
- Applicable laws, regulations, and contractual agreements pertaining to all aspects of the position
- All federal and state regulations pertaining to personnel i.e. COBRA, FMLA, CFRA, PDL, FLSA, ADA
- Modern office methods and procedures
- Basic principles of mathematics, filing and record keeping
- English usage, spelling, grammar and punctuation
- Letter and report writing; proper grammar, spelling, and vocabulary
- Office equipment such as computer, printer, fax machine, photocopier
- Word processing, spreadsheet and other related software applications

Ability to:

- Understand, interpret, implement and update all Silicon Valley Clean Water policies and procedures
- Plan, organize, and direct the work of a comprehensive and complex division
- Understand and follow all applicable safety rules
- Communicate effectively verbally and in writing in English
- Perform arithmetical calculations correctly
- Work with accuracy and attention to detail
- Compile, summarize and maintain accurate records and files
- Prepare clear and concise reports, correspondence and other written materials from brief oral or written instructions or prior materials
- Use initiative and independent judgment within established procedural guidelines
- Establish and maintain effective working relationships with people inside and outside of SVCW
- Interact positively and cooperate with co-workers and supervisors, work as a team member, function under demanding time pressure
- Operate PC and related software applications
- Effectively organize and prioritize assigned work
- Provide staff support in complex, sensitive, or difficult human resource related assignments requiring a high level of independent judgment and strong analytical skills

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Five years of increasingly responsible professional Human Resources experience that has provided the specific knowledge, skills and abilities necessary to manage the Human Resources Division; experience in a public agency human resources setting is desirable.

Equivalent to a Bachelor's Degree in Human Relations from an accredited college or university and three years of direct Human Resources experience in a public or private company.

High School Diploma or an equivalent certificate or diploma recognized by the State of California supplemented by course work in business, human resource management, public administration or a field related to the work.

CERTIFICATION and LICENSING:

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

Human Resources certification is highly desirable; examples are CP (Professional in Human Resources); SCP (Sr. Professional in Human Resources); completion of an accredited University's or College's certification program in Human Resource Management amongst others.

PHYSICAL DEMANDS:

The physical demands described here 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 sit. The employee frequently is required to use hands and fingers to handle or feel office related items. This includes the reaching out with hands and arms. Employee must be able to speak clearly and listen effectively in order to communicate and relay information.

The employee is occasionally required to stand, walk and use stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds related or similar to lifting file storage boxes.

Specific vision abilities required by this job include close vision, depth perception, ability to adjust focus to read, use computer, and accomplish other work items required of the position and ability to distinguish colors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works evenings or on weekends. The position is located at a wastewater treatment facility where the noise levels can vary and the air may contain odors.