

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Director of Human Resources**

**DEFINITION**

Under policy direction, the Director of Human Resources plans, organizes, directs and reviews the activities and operations of the Human Resources Department including classification and compensation, benefits, recruitment, employee and labor relations, succession planning, safety, and records retention; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position executive management classification. The Director of Human Resources duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Human Resources Department, as well as functional authority/responsibility for overseeing District-wide personnel, workforce planning, labor relations, safety and records retention related activities. This is an at-will position under contract with the General Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the General Manager. Responsibilities include broad management authority over a large and diverse group of supervisory, professional, technical, and support positions whose incumbents perform the full range of human resources activities.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops, plans and implements Department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development and administration of the Human Resources Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

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Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Consults with and advises District department directors, managers, supervisors and Employee Association representatives on Human Resources policies and procedures and their application to specific problems.

Directs the District's labor relations program including meet and confer; recommends and secures Board of Director authorization for negotiating parameters; provides analysis on negotiation issues and makes presentations to the Board of Directors; serves as Chief Negotiator and/or coordinates with consulting staff; devises negotiation goals and strategies.

Directs and oversees recruiting, testing, selection, classification and compensation activities; reviews and negotiates changes.

Oversees the employee benefits program; recommends and negotiates changes; consults with brokers and actuaries; recommends funding options to the General Manager.

Ensures the District's compliance with all applicable Federal and State labor laws and regulations.

Directs and oversees District-wide safety and security functions.

Directs and oversees District-wide records management and administrative services functions.

Represents the Department to outside groups and organizations; participate in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of public personnel administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training and equal employment opportunity. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Principles and practices of organization, administration and personnel management. Principles and practices of budget preparation and administration.

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### Skill/Ability to:

Plan, direct and control the administration and operations of the Human Resources Department. Prepare and administer department budget. Perform advanced professional level labor relations and employee relations work. Develop and implement department policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply District and department policies, procedures, rules and regulations. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

### Experience and/or Education:

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

### Experience:

Eight years of supervisory or higher-level experience that involved professional human resources work; including three years in a management capacity.

### Education:

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.

### Substitutions:

Master's degree in one of the above educational fields may substitute for one year of the required supervisory (not management) experience.

## **SPECIAL QUALIFICATIONS**

### License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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*Robert A. W. [Signature]*

*5/26/10*

Director of Human Resources

Date

Established: 08/18/2009

Revised: 05/26/2010

FLSA: Exempt

Unit: Executive, Non-Safety