

**Phelan Piñon Hills Community Services District
Job Description**

JOB TITLE: HR Manager/Executive Secretary

EXEMPT:	Yes	SALARY RANGE:	100
DEPARTMENT:	Administration	APPROVED:	03/2015
REPORTS TO:	General Manager		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY: Performs a variety of highly responsible and often confidential secretarial, clerical and administrative support to the General Manager & Board of Directors. This position is responsible for the administration of the District's Human Resources Department, including compensation studies, recruitment and selection, employee development, District safety program, and employee benefits programs. This position interprets and assures compliance with Federal and State Regulations pertaining to public records and personnel administration, maintains the District's website, and handles designated public relations activities of the District, including social media.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to the following:

- Distributes changes to the Personnel Policy Manual which will reference policies, procedures, and regulations developed by the General Manager and the Board.
- Directs, plans, organizes and evaluates the overall activities of the Human Resources Department, including Employee Benefits.
- Conducts organizational and position classification and compensation studies.
- Recommends, develops and implements policies and procedures; analyzes new legislation and case law to determine impact on operations; develops communications and training materials related to new procedures.
- Identifies training needs related to management techniques, orientation and other human resources areas.
- Interprets and explains human resources management provisions of laws, rules, and policies to employees, Board of Directors and the public.
- Advises management on disciplinary actions and appropriate level of discipline; oversees and may prepare disciplinary notices; represents management in disciplinary hearings and/or advise management on strategy and procedures in disciplinary hearings.
- Develops and coordinates recruitment and selection programs, including

recruitment materials, written and performance tests, interview questions, and assessment process; ensures that all phases of recruitment and selection comply with applicable Federal and State regulations and guidelines.

- Conducts complex and confidential internal investigations including complaints of sexual harassment, discrimination, retaliation, and other high-risk issues. Identifies, develops, and recommends appropriate conclusive action based upon investigative findings including targeted training/coaching, improvement action plans, disciplinary action, and adverse employment actions.
- Gathers data and computer statistics concerning completed recruitment and selection procedures and recommends and implements adjustments accordingly.
- Schedules all physicals for the department including pre-employment, return to work, and other miscellaneous appointments; answers all questions related to physicals.
- May notify applicants of decisions; answers questions and advises applicants on the status of their applications, specific employment requirements and examination processes.
- Audits and prepares new or modified job analysis documents and job descriptions.
- Coordinates the Intern Program including updating master intern orientation checklist and paperwork, conducts all Intern orientations and tracks all interns within the District.
- Maintains personnel files in compliance with applicable legal requirements. Keeps employee records up-to-date by processing employee status changes in timely fashion.
- Responsible for administration of employee benefits, including but not limited to Open Enrollment processes and procedures. As needed, provides special guidance and assistance on employee benefit plans.
- Surveys industry to determine District's competitive position in employee benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies. Develops cost control procedures to assure maximum coverage at the least possible cost to District and employee.
- Assures compliance with COBRA guidelines by preparing letters and other paperwork; receives and records COBRA insurance premium programs.
- Coordinates, plans and develops the implementation of Administration and Safety and Training policies, procedures and programs to comply with regulatory requirements. Maintains employee Safety and Training files and records.
- Processes employee accident and injury reports and follows up to ensure action is taken.
- Reviews timekeeping reports to resolve errors in time reported, verify earnings and deductions, ensures accurate reporting of changes in pay, payroll status, taxes, other deductions and benefits, as well as retroactive pay adjustments such

as wage liens and garnishments and terminations in accordance with legal and District requirements.

- Enters employee data into computer systems accurately for Personnel Management including payroll, human resources reporting, and personnel administration.
- Prepares and maintains confidential employee health, medical, financial records, benefit reports, statistics and various Human Resources reports.
- Prepares Board meeting materials including minutes, notices, agendas, resolutions, ordinances, and any other materials required; disburse Board packets and post or publish announcements as required by law of any hearing before the Board or any special meeting, committee meeting, or regularly adjourned meeting.
- Attends and take Board meeting and Committee meeting minutes: may attest to the minutes, ordinances, resolutions and other documents of the Board; follow up on Board actions.
- Required to work after regular business hours, often late in the evening, due regular scheduled Board Meetings, Special Board Meetings, and Committee Meetings.
- Coordinates meeting logistics, arrangements and other required support; attends other meetings as requested, take and transcribe minutes and/or dictation; attend and record all bid openings; furnish results.
- Analyzes and ensures compliance with local, state and federal laws pertaining to public records; advises the Board and General Manager accordingly.
- Serves as custodian of records and determines the applicability of Public Records Act provisions to various District records; upon request of subpoena, furnishes copies of resolutions, minutes, and other official records, certified and sealed as to their validity.
- Maintains Board records and the recordation of documents; oversees expense claim forms for the General Manager and Board members.
- Makes appointments and maintains appointment calendars for the General Manager and Board Members; may also include travel arrangements.
- Provides writing support to District staff for letters/correspondence. Prepares and distributes press releases as directed.
- Administrates, maintains, and updates District social media accounts.
- Responsible for administration of Property Liability, Auto insurance, Insurance claims and quotes.
- Research, compile and analyze data for special projects and various reports.
- Assist in the preparation of Special District Elections and Fair Political Practice Commission filings.
- Maintains District website.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Abilities:

- Provide advanced and complex administrative and secretarial support to the General Manager & Board of Directors.
- Type, at an acceptable rate of speed, a variety of complex documents that may be highly sensitive and/or confidential, include technical information, and/or require specialized formatting.
- Use computer systems and software packages related to public information functions, human resources software, and desktop publishing.
- Analyze situations carefully and adopt effective courses of action.
- Communicate clearly and concisely, both orally and in writing.
- Provide coaching and development to employees at all levels.
- Drive an effective reward and recognition strategy that reinforces the culture and behaviors.
- Accurately research, interpret, and communicate District related facts, procedures, and policies to District staff, other agencies, media, and the public.
- Work independently, using good judgment and initiative in carrying out assignments.
- Respond in a tactful and professional manner to inquiries from District staff and the general public.
- Gather, organize, input and maintain complex information, including financial or program-specific data.
- Interpret and enforce policies and practices while guiding management to support compliance initiatives.
- Act as an advocate to District staff and management in a manner that promotes trust, open communication, and problem resolution.
- Conduct investigations and provide coaching and consultation on employee relations issues.
- Maintain working knowledge of Federal, State, and local laws and employment legislation that impacts the District and region.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Knowledge:

- District code, state and local laws and other legal requirements applicable to the governmental structure of the District and specifically related to the functions and operations of the Board of Directors.

- Requirements of the Brown Act, Public Records Act, and parliamentary procedures.
- Modern office procedures, methods and equipment including Computers and applicable software applications such as Microsoft Word, Power Point, Excel, human resources software, and other related Databases.
- Excellent English grammar, spelling and vocabulary.
- District policies, procedures, and functions.
- Adverse Impact, Title VII, California and Federal Leave of Absence Laws, ADA, Worker's Compensation, State Mandated Training, FLSA and FEHA.
- Effective Conflict Resolution Methods.
- Internal Investigation Procedures
- Hiring, Human Resources Management, Benefits Administration, Performance Management.
- Communication Processes, Compensation and Wage Structure, Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment.
- Customer service skills
- Website maintenance & development.
- Social media applications.

EDUCATION and/or EXPERIENCE: Minimum of a Bachelor's degree in Public Administration, Business Management, or related field from an accredited four-year college or university and/or seven years of increasingly responsible related experience; or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

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 use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

LICENSES:

Possession of valid California Driver's License