

## ENCINA WASTEWATER AUTHORITY

**DATE:** April 2022  
**POSITION TITLE:** Human Resources Specialist  
**DEPARTMENT:** Office of the General Manager  
**REPORTS TO:** Assistant General Manager  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under general direction, this a confidential position responsible for providing EWA's human resources activities including policy and procedure development, recruitment, selection and on-boarding, classification, compensation, benefits, non-safety training and development, performance management, and employee relations. Recommends and assists with the implementation of goals and objectives; establishes schedules and methods for human resources activities including those listed herein. This position requires extensive analytical skills, the ability to interpret and implement EWA's Human Resource policies and procedures, and to coordinate the execution of human relation services within the organization and with other public agencies. Supports the activities of the Authority's payroll functions resolving issues/conflicts when required. The Human Resources Specialist customarily and regularly exercises discretion, independent judgment, and decision-making responsibility in the performance of assigned duties.

**SUPERVISORY DIMENSIONS:** Varies depending on task and organizational requirements.

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Promote the Authority's Mission, Vision, and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government human resources professional.
- Plans, designs, and conducts recruitment and selection processes; develops and administers a variety of selection tests within the Authority policies and guidelines.
- Oversees and participates in the administration of the classification and compensation system. Establishes classification specifications and recommends requirements and salary ranges. Initiates and conducts wage and benefit surveys. Analyzes, evaluates, and makes recommendations on proposed job classifications.
- Attends all interviews and assists in selection of candidates.
- Implement and oversee new employee on-boarding processing.
- Responsible for processing any personnel salary adjustments, out-of-class assignments, family medical leave, jury duty, bereavement, disability requests, and catastrophic leave.

- Responsible for reviewing payroll to ensure that policies are followed and to verify salary and/or benefit changes.
- Administers employee disciplinary policies and procedures. Provide assistance on disciplinary issues and actions. Administers formal grievance procedures. Participates in hearings and assists in preparing and processing responses to grievances.
- Prepares responses to personnel charges and claims filed against the agency and coordinates investigations.
- Develop internal communication strategies and processes to keep projects, programs, and/or departments informed on critical Human Resources issues, policies and procedures.
- Responds to all salary, benefit, and classification surveys (with guidance).
- Oversees and participates in annual surveys to ensure competitive compensation and benefit plans.
- Oversees and administers the Authority's benefits such as long- and short-term disability, cancer insurance, life insurance, unemployment insurance and other programs related to employee claims and leaves; recommends modifications to benefit program and assists staff with the interpretation and application of programs.
- Develops, communicates, implements, and manages performance evaluation program.
- Develops, communicates, implements, and manages performance evaluation program. Oversees and administers promotion, transfer, and separation procedures of current employees.
- Communicates and coordinates the administration of the Authority's deferred compensation program.
- Assist in the development of personnel budgeting and staffing plans with key personnel.
- Develop consortiums and linkages with "like organizations" to share access to qualified candidate pools, to keep in tune with changing Human Resource environment, responsibilities, and best practices.
- Propose innovative changes to improve policies and procedures necessary for the Authority to adjust and grow with changing workforce and to maintain employer of choice.
- Ensure that applicant tracking, employment practices, compensation, benefits, worker's compensation, deferred compensation and human resources programs comply with EWA policies and applicable federal and state laws.
- Maintain and suggest changes to the current the EWA Human Resources Policy Manual, Employee Handbook, and Organizational Chart.
- Supervises any HR interns that may be required to complete special assignments.
- Oversees the employee recognition program and provide updates to the executive leadership team.
- Ability to prepare and maintain employment and medical records for all active and inactive employees.

**Specific Types of Knowledge, Skills and Physical Abilities Required for the duties:**

- The principles and practices of public human resources administration.
- The federal and state legal framework within which personnel and human resources issues and decisions are evaluated and resolved in the public sector.
- The principles and practices of California public organization human resources management including but not limited to; labor relations, family and medical leaves, accommodation of disabilities, and unlawful employment discrimination and harassment.
- Knowledge of social media platforms, talent acquisition software, cloud technology, human resources information software and databases, business correspondences, and Microsoft programs such as PowerPoint, Excel, Word, and Outlook 365.

Ability to:

- Maintain the highly confidential nature of personnel information.
- Organize, analyze and interpret complex data, and develop clear recommendations.
- Work in and contribute to team building environment.
- Clearly communicate and make formal and informal presentations at conferences and public forums.
- Develop and administer Human Resources programs, activities and functions.
- Understanding of Federal and State legal principles and regulations related to employment and benefits.
- Ability to establish and maintain cooperative working relationships and foster a team approach.

Possess:

- Strong organizational and management skills.
- Strong problem solving, interpersonal and negotiation skills.
- Effective oral and written communication skills.
- Ability to work independently.

#### **EDUCATION REQUIREMENTS:**

A Bachelor's Degree in Human Resources Management, Psychology, Public or Business Administration, or a technical related field from an accredited college or university is preferred. AA Degree with directly relevant experience may be considered.

#### **EXPERIENCE REQUIREMENTS:**

- Four years of responsible professional human resources experience, preferably at a public agency or government institution.

- Working knowledge of MUNIS is desirable.

#### **LICENSES REQUIREMENTS:**

- Possession of a Certification in Human Resources Management or Certification with Society for Human Resources Management (SHRM) is required.
- Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

#### **CONFIDENTIALITY STATEMENT:**

This position requires access to confidential documents and/or records. Material of this nature must be handled appropriately to maintain confidentiality. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

#### **PHYSICAL AND MENTAL DEMANDS:**

##### **Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

##### **Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

#### **WORK ENVIRONMENT:**

The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

#### **QUALIFICATIONS:**

Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

#### **RIGHT TO WORK REQUIREMENT:**

Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment based on age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**