

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2017 (revised)  
**POSITION TITLE:** Human Resources Manager  
**DIVISION:** Office of the General Manager  
**REPORTS TO:** General Manager  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** As a key member of EWA's Executive Leadership Team, the Human Resources Manager is responsible for establishing and maintaining an employer of choice work place. Reporting directly to the General Manager, the Human Resources Manager has executive responsibility for the development and execution of appropriate strategic and tactical initiatives in the areas of: recruitment and retention; job classification; employee compensation and benefits; labor relations; employee training and development; performance management; new employee orientation; and employee relations. This position requires extensive interpersonal and analytical skills as well as the ability to coordinate all human resources services and activities within the EWA organization and with other public and private entities. The Human Resources Manager 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.

- Consistently model a strong personal commitment to EWA's Mission, Vision, and Values.
- Exhibit leadership traits and ethical behaviors required of California local government executives.
- Conduct and/or lead technical, administrative, management, and executive recruitment processes.
- Develop and execute strategies that: (a) minimize risks arising from employee transitions; (b) ensure anticipated employee transitions are well planned and executed to maximize retention of institutional knowledge; and (c) eliminate or reduce lateral transition by EWA employees.
- Design and implement EWA's Classification Plan to effectively organize technical, administrative and executive jobs for achievement of the organization's Mission and Business Plan. Assist in the development of staffing plans with key staff.

- Manage EWA's compensation and benefits programs in compliance with the authority granted by the Board of Directors and within budgetary appropriation. Maintain EWA's Salary Schedule.
- Lead activities related to compliance with EWA's Labor Relations Policy including: meet and confer planning and processes, interpretation of related EWA policies, investigation of employee complaints and grievances, and other initiatives aimed at maintaining EWA's status as an employer of choice in the clean water industry.
- Develop, communicate, implement, and manage employee performance evaluation program.
- Implement and oversee "best of breed" new employee orientation.
- Develop internal communication strategies and processes to keep projects, programs, and/or departments informed on critical Human Resources issues, policies and procedures.
- Conduct and participate in annual surveys to ensure competitive compensation and benefit plans.
- Communicate and coordinate administration of the Authority's deferred compensation program.
- Develop consortiums and linkages with "like organizations" to share access to qualified candidate pools, and keep in touch with the changing Human Resources environment, responsibilities, and best practices.
- Propose innovative amendments to improve policies and procedures necessary for the Authority to adjust and grow with changing workforce and cultural conditions.
- 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 current the EWA Human Resources Policy Manual, Employee Handbook, Classification Plan, Salary Schedule, organization chart and related documents.
- Perform job duties in a variety of indoor and outdoor environments, including EWA and Member Agency administrative offices, operations centers and laboratories, as well as operating wastewater treatment plants, pumping stations, and reclamation facilities.
- Respond as required to short- and long-term emergency situations at the Encina Water Pollution Control Facility, other Encina Joint System Facilities, and Member Agency wastewater treatment and conveyance facilities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

Knowledge of:

- The basic principles of public and business 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.

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 in 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.

**EDUCATION AND EXPERIENCE REQUIREMENT:** A Bachelor's degree in public or business administration, management, or a related field, and seven (7) years of professional human resources experience are required. A Master's Degree in one of the above fields may substitute for up to two (2) years of the experience requirement.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

**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, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

**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 on the basis of 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.**