

Water Authority Position Description

HUMAN RESOURCES MANAGER

Status	Position Code	Level	Date
APPROVED	HRMG	P31	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

THIS POSITION SERVES AS THE DIRECTOR OF HUMAN RESOURCES FOR THE WATER AUTHORITY. RESPONSIBILITIES INCLUDE THE FOLLOWING; PLAN, DIRECT AND MANAGE HUMAN RESOURCES AND PAYROLL ACTIVITIES FOR A WORKFORCE OF APPROXIMATELY 65% FULL-TIME EMPLOYEES. APPROXIMATELY 60% OF THE WORKFORCE IS REPRESENTED BY 1 OF 3 BARGAINING UNITS. THE HUMAN RESOURCES MANAGER IS A MEMBER OF THE EXECUTIVE MANAGEMENT TEAM. AREAS OF RESPONSIBILITIES INCLUDE ADMINISTRATION, BENEFIT PROGRAMS, CLASSIFICATION/COMPENSATION, EMPLOYMENT, LABOR RELATIONS, ORGANIZATIONAL DEVELOPMENT, HUMAN RESOURCES & PAYROLL MANAGEMENT INFORMATION SYSTEMS.

MIN EDUCATION & EXPERIENCE REQ

THIS POSITION REQUIRES A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN HUMAN RESOURCES, PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS SEVEN (7) YEARS PROFESSIONAL HUMAN RESOURCES MANAGEMENT EXPERIENCE TO INCLUDE FOUR (4) YEARS DIRECT SUPERVISORY EXPERIENCE IN A SENIOR MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY. MASTER'S DEGREE PREFERRED. EXPERIENCE IN A UNIONIZED ENVIRONMENT IS DESIRABLE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM THE EXECUTIVE DIRECTOR.

EXERCISE DIRECT SUPERVISION OF PROFESSIONAL AND LOWER LEVEL STAFF AND MANAGE CONTRACTUAL SERVICES.

ESSENTIAL FUNCTIONS

1. DEVELOP, RECOMMEND AND ADMINISTER HUMAN RESOURCES POLICIES AND PROCEDURES WITHIN THE AUTHORITY.
2. DIRECT THE DEVELOPMENT AND PRESENTATION OF TRAINING PROGRAMS FOR PROPER ADMINISTRATION OF COLLECTIVE BARGAINING AGREEMENTS, DOCUMENTATION OF EMPLOYEE PERFORMANCE, USE OF PROGRESSIVE DISCIPLINE AND METHODS USED IN GRIEVANCE PROCEEDINGS.
3. PLAN, DIRECT AND COORDINATE THE DIVISION'S WORK PLAN; ASSIGN PROJECTS AND PROGRAMMATIC AREAS OF RESPONSIBILITY; REVIEW AND EVALUATE WORK METHODS AND PROCEDURES; MEET WITH KEY STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
4. EXPLAIN, JUSTIFY AND DEFEND HUMAN RESOURCES PROGRAMS, POLICIES AND ACTIVITIES AS NECESSARY; NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
5. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE DIVISION BUDGET; APPROVE THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES; APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
6. RESPOND TO CHARGES OF DISCRIMINATION AND VARIOUS TORT CLAIMS FROM EMPLOYEES. INVESTIGATE AND DOCUMENT STATUS AND MONITOR RESULTS OF GRIEVANCE HEARINGS.
7. MEMBER OF THE NEGOTIATION TEAM DURING NEGOTIATION OF COLLECTIVE BARGAINING AND GRIEVANCE PROCEDURE; ADMINISTER AND INTERPRET COLLECTIVE BARGAINING AGREEMENTS AND DECISIONS.
8. REVIEW WAGE AND SALARY SURVEYS FOR WATER AUTHORITY SALARIES AND BENEFITS COVERED BY COLLECTIVE BARGAINING AGREEMENTS; PROVIDE INFORMATION PERTINENT TO THE CLASSIFICATION OF NEW JOBS AND POSITIONS.
9. EVALUATE HUMAN RESOURCES ISSUES, POLICIES AND PROCEDURES TO ENSURE COMPLIANCE WITH PERTINENT AUTHORITY ORDINANCES, RULES, REGULATIONS AND FEDERAL, STATE AND LOCAL LAWS.
10. SELECT, TRAIN, MOTIVATE AND EVALUATE DIVISION PERSONNEL; PROVIDE OR COORDINATE STAFF TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES.
11. PARTICIPATE AND/OR DIRECT STAFF IN THE CHARTING, TESTING AND IMPLEMENTATION OF HUMAN RESOURCES MANAGEMENT SYSTEM IMPROVEMENTS.
12. CONDUCT RESEARCH RELATED TO THE REVIEW AND REVISION OF CURRENT HUMAN RESOURCES POLICIES; TRAIN, OVERSEE EMPLOYEES IN CURRENT PERSONNEL POLICIES, RULES AND REGULATIONS.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF HUMAN RESOURCES.
2. RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRIES AND COMPLAINTS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
4. PARTICIPATE IN AND ASSUME RESPONSIBILITY FOR SPECIAL PROJECTS.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A COMPLEX MULTI-FUNCTIONAL HUMAN RESOURCE PROGRAM
PERTINENT FEDERAL, STATE AND LOCAL EMPLOYMENT, ANTI-DISCRIMINATION AND COMPENSATION LAWS
OPERATIONS, SERVICES AND ACTIVITIES OF A COMPREHENSIVE HUMAN RESOURCES RELATED PROGRAM
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS, MERIT SYSTEM ORDINANCE AND LABOR MANAGEMENT ORDINANCE
PRINCIPLES AND PRACTICES OF LABOR RELATIONS INCLUDING EMPLOYEE GRIEVANCE, ADMINISTRATION, NEGOTIATION THEORIES AND TECHNIQUES AND COLLECTIVE BARGAINING
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION
PRINCIPLES AND PRACTICES OF HUMAN RESOURCES MANAGEMENT
MODERN PROCEDURE, METHODS ON CURRENT HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)
MODERN PROCEDURE, METHODS ON CURRENT PAYROLL INFORMATION SYSTEMS
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION

PREFERRED SKILL/ABILITY

DEMONSTRATE ABILITY TO DEVELOP INNOVATIVE HUMAN RESOURCE INFORMATION SYSTEMS (HRIS)
INTERPRET, EXPLAIN AND ENFORCE WATER UTILITY POLICIES, PROCEDURES AND APPLICABLE ORDINANCES, RULES AND REGULATIONS
PREPARE AND CONDUCT TRAINING SESSIONS FOR WATER UTILITY STAFF
INVESTIGATE CHARGES OF DISCRIMINATION AND MAINTAIN ACCURATE DOCUMENTATION
SUPERVISE, DIRECT AND COORDINATE THE WORK OF LOWER LEVEL STAFF
PREPARE CLEAR AND CONCISE REPORTS
CONDUCT A VARIETY OF RESEARCH, STUDIES AND REVIEWS
MAINTAIN CONFIDENTIALITY OF INFORMATION AND WORK PRODUCTS
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
DELEGATE AUTHORITY AND RESPONSIBILITY
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS
EFFECTIVELY NEGOTIATE TERMS AND CONDITIONS OF EMPLOYMENT
PREPARE AND PRESENT ARGUMENTS FOR GRIEVANCES
INTERPRET A VARIETY OF FAIR LABOR LAWS AND PRACTICES

PROVIDE ADMINISTRATIVE SUPPORT TO STAFF IN THE PREPARATION FOR GRIEVANCE PROCEDURES
PERFORM TECHNICAL RESEARCH AND DOCUMENT INFORMATION AND PROCEDURES
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTER AND SUPPORTING WORD PROCESSING AND SPREADSHEET APPLICATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS.