

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 8000  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 05/22/15

**CLASS TITLE: DIRECTOR OF HUMAN RESOURCES**

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*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 DESCRIPTION**

Under executive direction, plans, directs, manages, and oversees the activities and operations of the Human Resources Department including performing the functions within employee and labor relations; compensation and classification; benefits administration; recruitment and selection; employee development; performance management; risk management; strategic planning; acts as the agency's Labor representative on all matters relative to the collective bargaining agreements; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all department services and activities including employee and labor relations; compensation and classification; benefits administration; recruitment and selection; employee development; performance management; risk management; and strategic planning.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Human Resources Department'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.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Prepare agenda reports for informational and action items to present to the Committees and Board of Directors.
9. Administer negotiated labor contracts; may serve as hearing officer during the handling of grievances.
10. Investigate charges of alleged employment discrimination; represent the District with government

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agencies; attend hearings and produce documents supporting the District's position.

11. Plan, direct, integrate, and review all aspects of risk management/loss control programs; identify major areas of risk and risk control; evaluate District-wide safety and health programs, including emergency response, disaster preparedness and security designed to prevent injury, occupational illness and damage to property; manage and monitor all property and liability claims.
12. Oversee the review and approval of contracts for insurance; make recommendations regarding contract revisions; interface with General Counsel on contract language; determine appropriate insurance coverage; market, negotiate and purchase casualty and property insurance coverage District-wide.
13. Oversee, review and approve all small to medium-sized property, casualty, workers' compensation, disability, and self-administered liability claims programs; monitor claim activity; interface with appropriate parties for claim resolution.
14. Advise District personnel regarding status of State and Federal legislation and regulations concerning risk management issues and provide assessment of compliance requirements; assist departments in meeting requirements; and establish and maintain risk management standards District-wide.
15. Provide District management and Board with guidance and counsel on all matters having Human Resources impact; foster an atmosphere of productivity and harmony.
16. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
17. Represent the Human Resources Department to other departments, Board of Directors, citizen groups, service clubs, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
19. Participate on a variety of boards, commissions, and committees.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater management, risk management, and human resources.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a comprehensive human resources and risk management programs. Advanced methods and techniques of employee development, and training.

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Modern and complex principles and practices of risk management, including risk identification, evaluation, loss prevention, and risk financing.

Modern and complex principles and practices of safety, industrial hygiene, environmental engineering and emergency response.

Principles and practices of generally accepted labor relations and negotiations.

Principles and practices of program development and administration.

Methods and techniques of conflict resolution and negotiation.

Principles and practices of benefits and compensation administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations including, but not limited to, FLSA, ADA, ADEA, and FLMA.

Rules, regulations, policies and procedures governing workplace safety including OSHA/Cal-OSHA standards.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles of business letter writing and basic report preparation.

**Ability to:**

Manage and direct comprehensive human resources and risk management programs.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Conduct internal employment investigations including harassment and workplace violence.

Administer negotiated labor contracts.

Work cooperatively with other departments, District officials, and outside agencies

Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit.

Provide District management and Board with guidance and counsel on all matters having Human Resources impact.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable federal, state, and local policies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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**Education and Experience Guidelines** – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business administration, psychology or a related field.

**Experience:**

Ten years of increasingly responsible human resource management experience including three years of management and administrative responsibility.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.