



DECEMBER 2018
FLSA: EXEMPT

DIRECTOR OF HUMAN RESOURCES

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the General Manager. Exercises direct and indirect supervision over assigned staff and is accountable for the results produced by the Department.

CLASS CHARACTERISTICS

This classification is the department head level within the Human Resources Department. Incumbents in this classification manage the human resources and risk management function for the District. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes 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.
- Ensures the District's safety program and goals are implemented and carried out in the Human Resources Department.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the Human Resources Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Prepares and presents agenda reports for informational and action items to the Committees and Board of Directors.
- Administers negotiated labor contracts; may serve as hearing officer during the handling of grievances.
- Investigates charges of alleged employment discrimination; represents the District with government agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a wastewater district.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Advanced principles and practices of public administration including the organization, functions, and problems of sanitation districts.
- Operations, services, and activities of comprehensive human resources and risk management programs.
- Advanced methods and techniques of employee development and training.
- 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 and industrial hygiene.
- 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.
- Pertinent federal, state, and local laws, codes, and regulations including, but not limited to, FLSA, ADA, ADEA, and FMLA.
- Rules, regulations, policies and procedures governing workplace safety including OSHA/Cal-OSHA standards.
- Principles of business letter writing and report preparation.
- Critical thinking and decision-making techniques.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- 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.
- Delegate authority and responsibility.
- 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.
- Ensure adherence to safe work practices and procedures in the workplace.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in human resources, psychology, business or public administration, or a related field; AND
2. Ten (10) years progressively responsible human resources management experience including four (4) years of management and administrative responsibility.

Licenses and/or Certifications:

- None

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.