

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Human Resources Administrator

Department: General Manager's Office

FLSA Status: EXEMPT

Revised as of: 12/2020

DEFINITION

Plans, organizes, and performs professional duties in support of Human Resources activities and programs including recruitment, benefits, training, grievances, discipline, investigations, compliance with local, state and federal laws, and risk management; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Human Resources Administrator is responsible for the development and implementation of all significant Human Resources programs, including planning, organizing, maintaining and implementing program elements.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the General Manager.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements Human Resources program goals and objectives; recommends and administers policies and procedures.
- Coordinates Human Resources activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Manages Human Resources functions of the Agency including recruitment, benefits, training, grievances, discipline, investigations, compliance with local, State and Federal laws, risk management; participates in and/or provides information for labor-related collaborations.
- Develops, administers and implements the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long-term disability, flexible spending, and other benefits.
- Develops, manages and implements and evaluates the Agency's classification and compensation plan, policies, processes, and procedures; manages, coordinates, and monitors the larger classification and/or compensation studies conducted on an Agency-wide basis.

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- Consults with and advises department managers, supervisors and employees on human resources related issues, policies, procedures.
- Analyzes and recommends improvements for the Human Resources functions of the Agency; develops and implements Human Resources procedures, processes and practices.
- Oversees the maintenance of all personnel records, including benefit plan participation (insurance and pension plans), personnel transactions (e.g. hires, promotions, transfers, performance reviews, leaves of absence, terminations, etc.), and employee statistics for government reporting.
- Oversees Department of Transportation (DOT) program for commercial drivers including drug-testing program.
- Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; prepares and presents agenda items to the Board of Directors.
- Secures and manages the services of contractors and consultants in the performance of Human Resources studies and trainings; prepares and administers Human Resources contracts and agreements.
- Administers Agency health and wellness strategy and programs; develops and implements health management/well-being programs and resources.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public sector Human Resources administration to include recruitment and selection, classification and pay, organizational analysis and development, performance management, employee benefits administration, leave management administration, and public retirement systems.
- Principles and practices of grievance processes, progressive discipline and labor-related collaboration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, office administration.
- Principles and practices of budget preparation and administration.

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- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Plan, direct and administer the Agency's Human Resources program including recruitments, benefits, training, grievances, discipline, investigations, compliance with local, state and federal laws, and risk management.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Understand and convey Human Resources policies and procedures to employees, supervisors and managers.
- Maintain confidentiality related to sensitive information and personnel issues.
- Prepare and present oral presentations, perform technical writing and prepare reports, and salary and benefit surveys.
- Prepare and administer department budget.
- Develop and implement department policies and procedures.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply Agency and department policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

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- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in Human Resources, preferably within the public sector.

Education:

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

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Possession of, or ability to obtain, a SHRM-CP or equivalent certification within eighteen months of appointment.

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position may require work outside of regular business hours, as well as occasional weekend work and the ability to travel.