



# JOB DESCRIPTION

<b>POSITION</b>	Human Resources & Risk Generalist	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	Range 24	<b>ESTABLISHED DATE</b>	06/01/2022
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general direction, the Human Resources & Risk Generalist performs a variety of responsible and moderately complex duties in support of the human resources and risk management functions of the District. The incumbent performs technical/administrative duties in the areas of employment, recruitment, on/offboarding, training, compensation/benefits, employee relations, performance management, safety, and risk management. The position is responsible for completing various human resources and risk management reports, tracking and maintaining information systems records, and performing related work as required. The incumbent in this position interacts frequently with District employees and the general public while exercising tact and discretion when dealing with issues of a confidential or sensitive nature.

## DISTINGUISHING CHARACTERISTICS

This position independently performs detailed and complex work administering and coordinating the activities of human resources and risk programs. Assignments require close coordination and contact with employees and industry groups. The incumbent is responsible for monitoring, tracking, and coordinating human resources and risk programs.

Successful performance of the work requires the frequent use of discretion, independent judgment, tact, knowledge of departmental and District activities, and extensive staff, public and organizational contact. This classification is distinguished from other administrative support classes by the nature, scope, complexity, and diversity of responsibilities involved in the human resources function.

## SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the General Manager, or department head if assigned. This position has no direct supervisory responsibilities but provides coaching, mentorship, and training to District employees.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Administers all of the day-to-day aspects of the Human Resource department; planning, organizing, and overseeing all activities of the department, provides wide-ranging assistance (in-person, electronically, phone, etc.) regarding employment, recruitment, on/offboarding, training, compensation/payroll/benefits, employee relations, performance management, and any other related human resources services to employees and the public. Assists employees in completing human resources processes, forms, and documents.
- Establishes and maintains department records and reports and contracts; recommending new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed. Regularly updates and maintains the Employee Handbook. Monitors and maintains compliance with new, existing laws, rules, and regulations.
- Manages the recruitment, selection, and onboarding program; plans and conducts recruitment activities, writes job announcements and places recruitment ads, responds to applicant inquiries, tracks applicant paperwork, screens employment applications and arranges for their screening by appropriate managers, schedules interviews and testing appointments, sets up interview panels, prepares and processes interview panel and testing paperwork, sending out notifications, and maintains appropriate records for each recruitment conducted.

- Checks references on prospective hires; negotiates salaries and start dates; writes and sends employment offer letters, and makes other necessary arrangements to accommodate new hires.
- Manages onboarding and offboarding programs including conducting orientation or exit interviews, processing accurate paperwork and electronic forms, accurately recording data, COBRA/benefits administration, payroll administration, and all related documentation.
- Coordinates employee development, training, and recognition programs, identifies training needs, provides training to employees involving HR/Risk issues, and tracks and maintains training, certification, and education records.
- Performs classification and compensation studies and analyses; conducts classification studies and job audits; writes and revises job descriptions; conducts salary and benefits surveys; analyzes compensation issues and writes reports of findings and recommendations; works with payroll staff to resolve employee pay problems.
- Administers the employee benefits and worker's compensation programs; researches availability and cost of new benefits options; maintains liaison with insurance carriers and/or claims administrators for all benefit related concerns, conducts studies and analyses of various employee benefits matters, manages enrollments, provides assistance to employees with completing benefits enrollment and change forms, and conducts invoice reconciliations and approvals.
- Assists supervisors and managers in their efforts to resolve employee issues; provides advice on the correct application of District personnel policies and procedures. Participates in a variety of programs and activities designed to improve and enhance employee relations.
- Administers and updates the performance evaluation system, track evaluation dates and sends out reminder notices, processing paperwork for salary increases, and maintains records.
- Plans, organizes, and manages a comprehensive employee safety and DOT program, including compliance with CalOSHA regulations, DOT regulations, the District's IIPP and safety policies, and all federal and state laws and regulations for employee occupational health and safety. Participates in disaster preparedness planning and coordination.
- Coordinates, maintains, and administers the District's alarm security and access control systems.
- Coordinates all insurance renewals and claims (health, workers comp, liability, property, cyber, crime, etc.); serve as liaison with insurance carriers and/or claims administration services. Investigates claims filed by members of the public or other organizations, and advises management on recommended resolution; uses a digital camera to record field conditions; makes recommendations for claims settlement within prescribed financial limits.
- Performs payroll processing functions including but not limited to reviewing timesheet information; preparing disbursements; preparing or coordinating payroll tax deposits and returns; reconciliation of quarterly and annual payroll taxes and reports; managing all payroll related payables, receivables, and reporting such as CalPERS, 457, worker's compensation, State Controller's Compensation in Government Report.
- Assists with interpreting pertinent Federal, state and local laws, regulations, court decisions, and internal policies as needed to ensure payroll compliance.
- Maintain all legally mandated employment postings and notices; organizes and maintain various administrative, confidential, reference, and follow-up files; purge files as required.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Develops and administers the District's volunteer and internship activities.
- Maintains the District's human resources website page.
- Participating in administrative staff meetings; attending other meetings with business partners.
- Regular attendance at the worksite.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

**Experience:** A minimum of four (4) years HR experience including a broad generalist background including coaching and counseling, performance management, employee involvement, team building, compensation and benefits, and risk management. Experience in a governmental or utility setting is preferred.

**Education and/or Training:**

- High school diploma or equivalent;
- Graduation from an accredited college or university with a bachelor’s degree in public or business administration, human resources, or related field is desirable.

**Certificates, Licenses, Registration:**

- Possession of a Human Resources certification, such as PHR or SHRM-CP is desirable.

**Other:** Must possess and maintain in good standing a valid California Class C Driver’s License.

**PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA’s necessary to perform the essential duties of the position.*

**Knowledge of:**

- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel, payroll, and employment policies and systems.
- Best practices in personnel policy development and implementation.
- Applicable State, Federal, and local regulations pertaining to, but not limited to, worker’s compensation, workplace safety, hiring practices, non-discrimination, and medical benefits.
- Cal/OSHA regulations including the Injury and Illness Prevention Program.
- Record keeping principles and procedures.
- Techniques of developing and conducting training programs.
- Techniques of position classification and salary administration.
- Principles and practices of conducting workplace investigations.
- Conflict resolution.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Knowledge of and proficiency with word processing, spreadsheet, and presentation software.
- Knowledge of prevailing wage requirements and certified payroll compliance.
- Knowledge of risk management.

**Skilled in:**

- Possess strong organizational skills.
- Possess exceptionally strong computer skills in Word, Excel, and PowerPoint.
- Possess strong technical skills working on a computer and maintaining website.
- Possess college-level writing skills both in the drafting of technical documents and professional correspondence.
- Strong verbal and written communication skills.

**Ability to:**

- Ability to maintain accurate records.
- Ability to make mathematical calculations with speed and accuracy.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Think critically and independently with very little oversight.
- To represent the District in a professional manner.
- Effectively work with all levels of staff in order to acquire data and information.
- Work efficiently, independently, and productively when completing work tasks.
- Follow oral and written directions and carry out complex tasks.
- Use independent judgment to solve problems and analyze information.
- Make simple mathematical calculations with speed and accuracy.
- Interpret and explain District policies and procedures.

- Maintain accurate records, prepare clear and concise reports, and establish and oversee monitoring systems for tracking information.
- Communicate clearly, concisely, and effectively, both orally and in writing, and give presentations to small and large groups.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work including District employees, officials, vendors, and the general public.
- Prioritize, communicate progress, and meet deadlines.
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with our senior management team.

### PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

**Work Environment:**

- **Outside:** On seldom occasion standing, walking, climbing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

**Other:** Position subject to extended work hours and attend evening meetings.

### EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities, or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties may be required from time to time in order to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

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Print Employee Name

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Employee's Signature

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Date