



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HUMAN RESOURCES GROUP MANAGER

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: 086 Job #: Z54
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JOB SUMMARY

Directs Metropolitan's human resources activities which include, but are not limited to: recruitment and selection, classification and compensation, employee benefits, employee relations, employee organization development, human resources systems, risk management, and worker's compensation. Develops and implements human resources strategic plan and programs and ensures that all activities are in compliance with applicable laws, regulations, policies and procedures.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Receives direction from the Assistant General Manager/Chief Administrative Officer. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative Support.

JOB DUTIES

1. Develops Metropolitan's human resources strategic plan and directs all human resources activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. Determines employee relations practices necessary to establish a positive employer-bargaining unit relationship and promote a high level of employee morale.
3. Identifies legal requirements and governmental reporting regulations affecting human resources functions. Directs the preparation of information and reports to ensure compliance with applicable laws and regulations.
4. Protects interests of employees and Metropolitan in accordance with human resources policies and governmental laws and regulations. Monitors recommendations for terminations and other disciplinary actions; reviews employee appeals through the established processes.
5. Directs in-house programs to ensure that Metropolitan's workforce needs are addressed. Directs a process of organizational development that addresses succession planning throughout Metropolitan. Coordinates all activities across all operational organizations.
6. Establishes wage and salary structure, pay policies, performance appraisal programs, and employee benefit programs and services. Monitors programs on an ongoing basis to ensure that they are efficient and cost effective.

7. Directs recruitment and selection activities; ensures that current processes and procedures result in timely and cost-effective recruitments. May interview executive-level candidates.
8. Directs workers' compensation program to ensure that benefits are provided in a timely basis in accordance with legal requirements.
9. Directs staff involved in the communication of human resources policies and procedures, employee benefits information, training programs, and other related programs to Metropolitan management and employees.
10. Directs the preparation of reports, documents, Board letters, and other correspondence to carry out Group functions. Makes presentations to the Board of Directors as required to keep them apprised of current human resources activities.
11. Interfaces with Workplace Health & Safety to ensure Metropolitan's medical program for employees medical and physical examination needs are provided on a cost effective, responsible basis in accordance with legal requirements.
12. Develops and implements new human resources policies, procedures, and programs to ensure that Metropolitan's short and long-term interests and needs are met.
13. Interfaces with other group management and employees at all organizational levels on human resources issues. Acts in an advisory capacity and/or as liaison between groups and departments to resolve employee relations, classification and compensation, or other human resources issues.
14. Meets with union or bargaining unit representatives on employee relations matters; determines the appropriate course of action on issues affecting meet and confer items. Ensures that all actions are in compliance with applicable laws, regulations, policies, and procedures relating to area of responsibility.
15. Directs Metropolitan's liability and risk management programs to ensure that Metropolitan's exposures are properly managed and mitigated and that claims are processed in a timely and cost efficient basis in accordance with legal requirements.
16. Plans, develops, and monitors the Human Resources Group's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
17. Manages activities of the Equal Employment Opportunity Office.
18. Administers Metropolitan's deferred compensation and savings plans, including the exercise of discretion for functions authorized under the plans (Administrative Code Section 6700).
19. Performs other related duties as required.

Job Title: Human Resources Group Manager

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Adopted: 11/28/2012

Revised: 07/01/2013

Supersedes: 12/09/12

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EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university with a major in business administration, public administration, or related field and fourteen years of increasingly responsible experience, including six years experience in a management or supervisory position; or master's degree from an accredited college or university with a major in business administration, public administration, or related field and twelve years of increasingly responsible experience, including six years experience in a management or supervisory position.

Required Knowledge of: Current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; project management; public sector contracting practices and regulations; facility and property management; team building; and trends and emerging technologies of the managed functions.

Required Skills and Abilities to: Lead a large multifunctional organization; develop and oversee a multi-million dollar operating budget; develop and implement creative business solutions; analyze, assess, and improve management controls, systems, and procedures; make presentations to large groups, executive management, and the Board; analyze administrative problems; exercise judgment and discretion; mentor, develop, and motivate staff; demonstrate strong interpersonal and relationships skills; deal with conflict; establish and maintain collaborative working relationships with all levels within the organization; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, member agencies, and members of the public; and use business applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements