



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## HUMAN RESOURCES INFORMATION SYSTEMS MANAGER

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 63 <b>Job #:</b> Z40
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### JOB SUMMARY

Responsible for managing Human Resources Information Systems staff and quality assurance of the data in all Human Resources systems of record, including PeopleSoft and other Human Resources information hosted systems. This includes ensuring employee pay data necessary for payroll processing is timely and accurate and working with Metropolitan's Information Technology staff to implement fixes, changes, and upgrades to electronic systems. Oversees training on these systems performed by Human Resources Information Systems staff; and partners with other Human Resources managers to utilize technology to improve Human Resources services and reporting.

### OVERSIGHT

**Supervision Received:** Receives direction from the Section or Group Manager.

**Supervision Given:** Manages and supervises a staff of professionals and paraprofessionals.

### JOB DUTIES

1. Manages Human Resources staff ensuring policies and procedures are implemented to maintain data integrity in systems such as MyHR, MyJobs, and MyLearning.
2. Develops the HRIS technology roadmap in coordination with Information Technology.
3. Prioritizes HRIS projects and functional enhancements for development and implementation.
4. Recommends technology solutions for Human Resources processes and oversees implementation of systems and new processes.
5. Oversees user acceptance testing for HRIS projects and functional enhancements.
6. Leads continuous improvement of HR processes and workflows with a focus on customer self-service.
7. Works with non Human Resources customers to determine solutions for data, reporting or process improvement and coordinating needs.
8. Represents Human Resources in meetings with Information Technology and other departments within Metropolitan on various Human Resources projects and issues.
9. Participates in the development and administration of the annual budget; participates in forecasting of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; and authorizes purchases.

10. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.
11. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in a related field from an accredited college or university and five years of increasingly responsible relevant experience.

**Required Knowledge of:** Current and emerging Human Resources Information System technologies; current business/organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management/supervisory concepts and techniques; and team building

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; evaluate and apply existing and emerging Human Resources Information System technology to business needs; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License

#### **Registrations**

- None

### **DESIRABLE QUALIFICATIONS**

- None

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 or commercial vehicles, 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. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements