



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## HUMAN RESOURCES STRATEGIC PARTNER

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 66 <b>Job #:</b> UMA03
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### JOB SUMMARY

Responsible for serving as a Human Resources Strategic Partner to plan and develop strategies aimed at addressing a wide-range of initiatives, including staffing, diversity & outreach, succession planning, performance management, training & development, management development, change management, and employee relations; provides guidance and input on organizational structures. Serves as the single point of contact for all Human Resources related services for an assigned Group or Groups within Metropolitan; provides consulting and guidance on Human Resources policy and procedure matters; manages a staff of Human Resources professionals and paraprofessionals and coordinates the appropriate services to the assigned Group or Groups.

### OVERSIGHT

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

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

### JOB DUTIES

1. Manages a unit of Human Resources professionals and paraprofessionals, responsible for providing comprehensive Human Resources services to an assigned Group or Groups within Metropolitan.
2. Coordinates with other areas within the Human Resources Group to provide comprehensive services required by management in the assigned Group or Groups.
3. Interfaces with other managers and employees on human resources issues. Acts in an advisory capacity and/or intermediary between groups and departments to resolve employee relations, classification and compensation and other human resources issues.
4. Meets regularly with management in the assigned Group or Groups to ensure that all necessary Human Resources services are being provided, and to anticipate and plan for future service needs. Participates in staff meetings and site operation reviews to fully understand the business.
5. Provides guidance and input on business group restructures, workforce planning, diversity and outreach, and succession planning.
6. Works proactively with management to avoid practices and actions which may result in unnecessary complaints, grievances or other disputes.

7. Participates as needed in employee relations, negotiations, and consultations with unions on issues related to the assigned Group or Groups.
8. Selects and assigns staff within the unit to provide day-to-day performance management guidance to assigned Group or Groups, including: coaching and mentoring employees; assisting with the preparation of performance evaluations; and identifying employee development and training requirements.
9. Works closely with management to improve work relationships, build morale, and increase productivity and retention
10. Identifies training needs for group and business units and individual executive coaching needs. Monitors the effectiveness of prescribed training to ensure success and follows-up to ensure training objectives are met.
11. Advises management on the appropriate application of policies and Human Resources programs; implements new Human Resources policies, programs, processes and services as required by Human Resources management. Analyzes trends and metrics in partnership with designated business group or groups to develop solutions, programs and policies.
12. Participates in the development and administration of the HR Group budget; participates in forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments; and authorizes purchases.
13. 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 eight years of increasingly responsible Human Resources experience.

**Required Knowledge of:** Local, State and Federal employment laws and regulations; broad knowledge and perspective of trends, strategies and practices in various Human Resources disciplines; proven experience in analyzing, developing, implementing, measuring, and sustaining effective Human Resources solutions; and experience working in a public sector union environment; 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; team building, coaching, and conflict resolution.

**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 collaboration; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; evaluate and apply existing and emerging Human Resources strategies to business needs; collaborate with all other Human Resources functions to provide comprehensive solutions and recommendations; manage and maintain information and

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data of a confidential nature; 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 to executive management, the Board of Directors, and managers/supervisors.

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

### **Certificates**

- None

### **Licenses**

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

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

- Master's degree in a related field is desired

## **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

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