

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

Classification Title	<u>HUMAN RESOURCES SECTION MANAGER</u>		
Bargaining Unit:	<u>01 - Unrepresented</u>		
Class Code: <u>Z03D</u>	Grade: <u>80</u>	EEOC Category:	<u>1</u>
Physical Class:	<u>2 - Light</u>	Overtime Exempt:	<u>Y</u>
Group:	<u>Human Resources</u>		
Reports to:	<u>Human Resources Group Manager</u>		

JOB SUMMARY

Under administrative direction from the General Manager, Assistant General Manager/Chief Operating Officer, responsible for the coordination of projects within an overall work section. Coordination may include responsibilities such as administrative, operations, technical or financial duties.

ESSENTIAL FUNCTIONS -*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Responsible for the overall quality and management of a work section in a group.
2. Plan, organizes, staffs, oversees, controls, reviews, authorizes and coordinates the work of a section to ensure efficient and effective results.
3. Responsible for supervision of professional and support staff.
4. Responsible for work section budgeting, human resources' activities, customer relations, training and staffing plans.
5. Ensures compliance with local, state and federal laws, regulations and requirements.
6. Recommends and/or initiates actions involving discipline, promotion, transfer and motivation of employees.
7. Establish operating procedures for section and ensure procedures meet Metropolitan goals.
8. Recognize and solve potential problems and evaluate section effectiveness.

**Metropolitan Water District of Southern California
Human Resources Section Manager**

9. Evaluates the performance of supervisors in their assigned areas against defined performance plans, approved budgets and Metropolitan goals.
10. Performs other administrative functions as assigned.

MINIMUM QUALIFICATIONS

Each Section Manager position will have specialized requirements for knowledge in the Functional areas within the group assigned to manage.

Education and Experience

- A bachelor's degree from an accredited college or university in business administration, engineering, public administration, or related field, or a field specifically related to the work group assigned and 14 years of increasingly responsible public sector, water industry, public utility or related experience, including 6 years management and supervision of professional and technical staff in a field related to the assignment;
- OR**
- A masters degree from an accredited college or university in a business administration, engineering, public administration, or related field, or a field specifically related to the work group assigned and 12 years of increasingly responsible public sector, water industry, public utility or related experience, including 6 years management and supervision of professional and technical staff in a field related to the assignment

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Must possess a valid California Class C driver's license.
- Specified positions may require professional registration or certification related to the work assigned.

Desirable Qualifications

- For Employee Relations: Juris Doctor Graduate degree from an accredited law school

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of program development and administration.
- Operations, services, policies and procedures of Metropolitan.
- Principles, methods and techniques of effective leadership.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

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Skill and ability to:

- Oversee and participate in the management of the assigned section.
- Oversee, direct and coordinate the work of lower level staff or staff assigned on a project basis.
- Work with internal and external customers to effectively accomplish the objectives of the section.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of section goals, objectives and procedures.
- Effectively administer budget, personnel and administrative issues in the section.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Workplace Health and Safety performance.
- Budget.
- Cost containment.
- Organizational effectiveness and efficiency.
- Emergency response.
- Compliance with applicable State and Federal regulatory agencies.
- Customer satisfaction.
- Mutually beneficial working relationships with external regulatory and government agencies.
- Employee development and maintenance of highly technical workforce skills.
- Quality Assurance.
- Research development and anticipation of emerging issues.
- Selection and retention of workforce to meet Metropolitan diversity objectives.
- Legislative/regulatory impact.

SUPERVISORY RESPONSIBILITY/ ACCOUNTABILITY

Supervisory scope:

- Large and diverse work group.

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