



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Human Resources Manager  
**Department:** Governance & Administrative Services  
**Supervised By:** General Manager  
**FLSA Status:** Exempt  
**Revision Date:** 4/1/2023

### **JOB SUMMARY**

To plan, organize, and direct Human Resources policies, programs, practices, functions, and duties; ensure compliance with applicable laws and regulations; develop and manage the District's employee and leadership development programs; and provide professional expertise combined with a working knowledge of District's benefits programs and all related Federal and State regulations as they pertain to Human Resources.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned technical and clerical personnel.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. 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 the position.

- Administer employee benefits programs; regularly review and monitor benefit programs and provide updates to District managers.
- Direct, oversee, and participate in the recruitment, interview, and onboard processes of the District; provide support and guidance to management and supervisory staff in the employee selection process.
- Monitor and continuously update District Policies and Procedures and guide, train, and ensure compliance with District policies and procedures.
- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the District attracts and retains top talent; and direct and support the work of consultants, as applicable.
- Partner with the management team to understand and execute the District's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.

- Provide support and guidance to management and other staff during employee disciplinary meetings, terminations, and investigations.
- Consult with legal counsel as appropriate to ensure compliance with all Federal, State, Local and other laws regarding employer/employee relations and personnel matters.
- Maintain compliance with Federal, State, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Provide support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Maintain and update job descriptions/job analyses, organizational charts/classifications, Personnel Policy Manual, and Summary Plan Description.
- Assist District employees in their benefit utilization and respond to District employee inquiries.
- Maintain employee training compliance and records and advise supervisors of departmental training needs.
- Conduct studies, analyze data, make recommendations and prepare reports and presentations on a variety of subjects.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Advise and provide strategic information and analysis in support of budget process.
- Advise and provide strategic information and analysis in support of labor negotiations.
- Plan, prioritize, assign, supervise, and review the work of staff involved in human resources.
- Recommend the appointment of personnel; train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned workgroup.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Participate in Risk Management Team; maintain and update Hazardous Materials Business Plan and Safety Manual.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Health and welfare programs, 457(b) or other deferred compensation programs and retirement programs.
- COBRA, FMLA, CFRA, EEO, FLSA, ADA, Public Employment Relations Board (PERB) and all other employment-related Federal and State regulations required.
- California Public Employees' Retirement System (CalPERS) administrative processes.

- Principles and practices of negotiation, leadership, motivation, team building, conflict management and dispute resolution.
- Principles of supervision, training and performance evaluation.
- Principles and practices of safety management.
- And proficiency with, or the ability to quickly learn, the District's Human Resource Information System (HRIS) and talent management systems.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

## 2. Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prepare and execute presentations to various-sized groups of people.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Lead, supervise, train and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Act with integrity, professionalism, and confidentiality.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### 1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in human resources management, public administration, or a closely related field.

Experience: Five (5) years of progressively responsible experience in Human Resources Administration, with at least two (2) years of progressively responsible experience managing Human Resources staff, preferably in the public sector.

## 2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Possession of active Professional in Human Resources (PHR) Certification as awarded by the Human Resources Certification Institute (HRCI) and/or active Society for Human Resource Management Certified Professional (SHRM-CP) is highly desired.

## ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

Must be able to access and navigate each department at the District's facilities.

## PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY  $\leq$  one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

### 1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Frequently
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

### 2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Continuously
Climbing (stairs/ladders/etc.)	Rarely
Crawling	Rarely
Crouching	Rarely
Kneeling	Rarely
Pushing (40 lbs.)	Occasionally
Pulling (40 lbs.)	Occasionally
Stooping	Occasionally
Working at heights (4 feet above ground)	Occasionally

Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Continuously

### 3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

### 4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Frequently
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Frequently
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Continuously
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Frequently
Rotation	Frequently

### 5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6 feet

## 6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on April 1, 2023