



HUMAN RESOURCES SPECIALIST
Salary Range: \$4,869 - \$6,525

DEFINITION

Under the general supervision of the Director of Finance & Business Services, the Human Resources Specialist is responsible for planning, organizing, and performing a variety of complex technical, administrative, and strategic human resources activities, including but not limited to recruitment and selection, employee insurance and benefit programs, human resources information system functions, classification and compensation, policy implementation, safety, labor relations, training coordination, and employee relations. This classification prepares, processes and maintains confidential employee records and data, ensures that the District is in compliance with current laws and regulations related to human resources, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a professional classification responsible for performing a full range of duties and responsibilities with minimal supervision and instruction, while maintaining a high degree of confidentiality. This position is in the Management, Supervisory, and Confidential Employee's Unit and is required to attain knowledge of District policies and procedures, possess good problem solving and organizational skills, as well as the ability to exercise sound judgement within established guidelines. This position acts as part of the safety unit and works with Operations safety unit personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Essential functions and responsibilities may include, but are not limited to, the following:

- Performs complex technical, clerical, and administrative duties in support of the District's human resources program, in areas such as recruitment and selection, employee insurance and benefits, workers' compensation, safety, payroll, classification and compensation, labor relations, policies and procedures, training coordination, and personnel action processing.
- Maintains various record keeping systems and prepares technical reports; independently completes special projects and assignments of a technical nature.
- Develops and implements relevant policies and procedures.
- Serves as a resource and provides information to the public, other agencies, and District staff; interprets a variety of policies, rules, and regulations.
- Assists in researching and assembling information for classification and compensation studies; conducts and responds to salary and benefit surveys.
- Performs a variety of general office support duties; composes, types, and proofreads letters and other documents; maintains automated and manual files and records; answers telephone and in-person inquiries; prepares periodic and special reports.
- Assists in the planning and coordination of the District-wide employee training program.

- Facilitates the planning and coordination of the District's recruitment and selection processes; partners with department personnel to develop recruitment strategies and selection procedures for recruitment; prepares job announcements and advertisements; coordinates testing processes; conducts background and reference checks; provides tools and support to managers to ensure they make effective hiring decisions; ensures legal compliance with respect to applicant processing.
- Coordinates the dispersal of information to applicants regarding job openings and the application process; acts as the primary administrator of the applicant tracking system.
- Monitors advertising costs and other recruitment related expenses; establishes purchase orders as needed and submits invoices for payment.
- Responds to unemployment claims in a timely and accurate manner, and ensures that claims are processed for payment within deadlines.
- Provides information on employee benefits to employees; initiates and distributes COBRA notices, and maintains related documentation; updates and maintains confidential employee records and files.
- Provides information on PERS retirement and health benefits to employees.
- Manages the leave of absence program, ensuring that the program is administered in accordance to District policies, and in compliance with state and federal laws.
- Manages the Performance Management process, and supports supervisors in providing effective feedback.
- Consults with benefit plan administrators regarding benefit programs and on-going administration issues; audits, reconciles, and approves invoices for payment; researches, analyzes and interprets payroll data regarding benefit enrollments.
- Manages projects to improve overall HR services and initiatives.
- Assists with administering workers' compensation plans; processes workers' compensation claims, verifies claim information with District staff, and files claims with the third-party administrator.
- Verifies payroll action documents related to various employee status changes for accuracy and compliance with applicable policies and procedures and inputs data into the automated human resources system.
- Supports leaders and employees to establish and maintain a positive work environment.
- Coordinates new employee paperwork; processes and schedules new employee orientations and coordinates the assembly of orientation materials.
- Provides other related duties, as required.

QUALIFICATIONS

Demonstrated knowledge of:

- Principles and practices of human resources administration, such as recruitment, workers' compensation, HRIS, and insurance and benefit administration.
- General operations, services, and activities of human resources.
- Pertinent federal, state, and local laws, codes, and regulations related to public sector employment.

- Use of Microsoft Office programs, such as Word and Excel, and Outlook and data base software at an intermediate to advanced level.
- Principles of business letter writing and basic report preparation.
- Principles and techniques of customer service, work coordination, and training.
- Basic business principles and practices including planning, organizing, assigning and reviewing work, and employee training.
- Principles and practices of written communication, English grammar, punctuation, and writing.

Ability to:

- Assist, plan, coordinate and perform professional human resources work related to the maintenance and development of District procedures.
- Perform technical computations, and review and analyze data in order to maintain accurate records.
- Read, interpret, create, implement, and apply policies and procedures.
- Communicate effectively, both orally and in writing.
- Type, word process, use adding machines, and enter data at an acceptable rate of speed.
- Use standard office software and learn how to use proprietary computer and related programs.
- Establish and maintain effective working relationships with coworkers, supervisors, customers, and others encountered in the course of business.
- Drive or fly to attend job related training and seminars.

CLASS INFORMATION

Supervised by:	Director of Finance & Business Operations
Bargaining Unit:	Management, Supervisory & Confidential
Status:	Full-time, hourly, non-exempt

TRAINING AND EXPERIENCE

Any combination of the following education, training, and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed):

Education: Associate’s degree in a related field. Bachelor’s degree preferred.

Experience: Two or more years of increasingly responsible human resources experience required.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California Class C Driver’s License must be maintained at all times.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text on computer terminal screens.
- Ability to speak and hear at normal conversational levels, in-person and over the telephone.

- Ability to lift and carry up to approximately twenty-five pounds, and reach, bend, or crouch to use files and records.
- Manual dexterity to write legibly and to use calculators, computers terminals, and other general office machines.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, Pension, Life Insurance, Short-Term and Long Term Disability, and more.

TO APPLY

Please submit an application, resume, and letter of interest to shill@slvwd.com or the following address:

Stephanie Hill
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Closing date for applications: May 29, 2018

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number	Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? Yes No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? Yes No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes No

May we contact your present employer? Yes No

May we contact your former employers? Yes No

Have you previously applied for employment with the District? Yes No

Have you ever been terminated or asked to resign from a position? Yes No

If yes, please explain: _____

Have you ever been employed at the District? Yes No

If yes, please explain: _____

Education and Training

Did you graduate from High School?

Yes No

If not, do you possess a GED or equivalent?

Yes No

Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

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Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
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Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference		Job Title
Relationship	Phone Number	Email Address

Name of Second Reference		Job Title
Relationship	Phone Number	Email Address

Name of Third Reference		Job Title
Relationship	Phone Number	Email Address

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____