

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION: **Human Resources Administrator/Board Secretary**
DEPARTMENT/DIVISION: Human Resources
DIRECTLY REPORTS TO: General Manager
FLSA: Exempt
DIRECTLY SUPERVISES: Human Resources Technician

Job Definition

This position oversees all human resources functions of the District and performs specialized communication, secretarial and administrative support duties for the General Manager and Board of Directors; and serves as a member of the District's Leadership Team.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

Human Resources

- Develops, recommends, and maintains District human resources policies, procedures, and systems.
- Develops, coordinates, and administers employee health and benefits, Workers' Compensation, and disability programs.
- Prepares and maintains District salary records and position classification descriptions.
- Develops and maintains records of employee performance reviews.
- Organizes, develops, and implements recruitment and interview process; participates in the selection process for District vacancies; maintains eligibility lists.
- Annually develops and prepares the human resources budget and develops future budget recommendations.
- Maintains employee records and tracks compliance with certifications as required for applicable positions.
- Assumes responsibility for maintaining accident information and preparing reports in compliance with OSHA and insurance carrier recordkeeping requirements.
- Conducts salary reviews and job audits.
- Assumes responsibility for performing technical and administrative human resources activities related to recruitment, selection, onboarding and offboarding, including orientation and exit interviews for new and departing employees.
- Regularly updates the General Manager regarding human resources operations, problems, policies and administrative information.
- Interacts with employees; serves as a resource for employee questions and provides Department support in human resources issues; develops and distributes information regarding human resources issues and policies to District staff.

- Organizes, schedules, coordinates, and directs the work of assigned staff.
- Supervises, trains, motivates, coaches, and evaluates assigned staff.
- Prepares staff reports and makes presentations regarding human resources issues to the Board of Directors and to employees at staff meetings.
- Ensures District Human Resources activities are fully compliant with local, state, and federal regulations, and reports to the General Manager any areas of non-compliance.
- Performs special projects as delegated by the General Manager.

Board Secretary

- Serves as the Board Secretary to the District's Board of Directors.
- Performs a wide variety of complex, confidential, and self-initiated administrative support.
- Assumes responsibility for correspondence on behalf of the Board of Directors.
- Maintains official records received, from General Manager, management, and Board.
- Assumes responsibility for meeting minutes; ensures compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting, and disclosure requirements).
- Operates a variety of audio and visual equipment.
- Researches and prepares correspondence, memoranda, reports, e-mails, policies and procedures and other miscellaneous documents.
- Responds to customer or citizen inquiries, concerns, and complaints.
- Arranges and schedules meetings for the General Manager, Board Chair, and members of the Board of Directors.
- Assumes responsibility for making conference travel arrangements, lodging and other reservations and processes Board members' claims for reimbursements.
- Prepares and composes resolutions, certifications, and other necessary documents.

Qualifications

Knowledge of:

Human Resources

- Principles and practices of supervision, training, and performance evaluation.
- Budget development and fiscal controls.
- Principles and practices of public employment administration, including employee health and welfare benefit administration.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Techniques of position classification and salary administration.
- Recruitment and selection methods and procedures.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Personnel policy and procedure development and implementation.
- Methods and policies of records retention.
- English usage, spelling, punctuation, and grammar.
- Modern office practices and technology.

Board Secretary

- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws and procedures relating to the District and Board of Directors.
- Functions and operating procedures of local governance bodies and committees.
- Legal terminology, forms and procedures related to agendas, meetings, and actions of the Board of Directors.

Ability to:

Human Resources

- Maintain confidentiality.
- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information and records.
- Organize data, maintain records, and prepare reports.
- Analyze situations and make sound recommendations in support of District goals.
- Maintain appropriate personal interaction with staff in difficult situations.
- Understand, interpret, and apply laws, rules, regulations, and ordinances relating to human resources and recommend policies and procedures that are legally compliant.
- Operate a variety of office equipment and computer programs in the performance of work assignments.
- Understand, interpret, and apply laws, rules, regulations, and ordinances relating to human resources and recommend policies and procedures that are legally compliant.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Board Secretary

- Work tactfully and effectively with elected and appointed officials, the public and staff.
- Screen and effectively route calls, mail, complaints, and requests for information.
- Coordinate travel, training and meeting schedules and arrangements for the General Manager, Board of Directors and others as needed.

Physical Requirements

- Using fine gross motor coordination in performing data entries into the computer while sitting for prolonged periods of time.
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks including typing and calculating.
- Hear normal conversation in person and/on the telephone.
- Vision must be sufficient to accomplish the duties of the position, which may include operating a company vehicle.
- Lift, carry, push, and pull 25 pounds.
- Travel infrequently by vehicle for District related duties and activities.
- Intermittently twist and reach office equipment.

Required Certifications and Licenses

Possession of a valid Class C Driver's License.

Required Education and Experience

- Possession of an associate degree from an accredited college or university in business administration, human resources management, or a closely related field.
- Specialized training, coursework or certificate in human resources, labor management issues, benefit administration or other related topic is desirable.
- Minimum of five (5) years of increasingly responsible experience in personnel system development and administration, including experience with recruitment and selection, position classification, compensation benchmarking, equal employment opportunity, and benefit administration.