



## Job Description

<b>JOB TITLE:</b>	Human Resources Supervisor	<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Finance Manager	<b>FLSA STATUS:</b>	Confidential- Non-Exempt
<b>PREPARED DATE:</b>	June 2017	<b>APPROVED DATE:</b>	August 2017

### **SUMMARY**

Under general direction of the Finance Manager, performs a wide variety of highly responsible and confidential tasks connected with Authority payroll and personnel in the areas including recruitment, selection, employee benefits, and payroll administration.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties and responsibilities may be assigned.)*

**Payroll** – Verify, balance and process payroll in a timely and accurate manner for all Authority employees. Process and maintain all payroll related reports, systems, and files. Review all payroll audit reports and various payroll and personnel documents for accuracy; balance payroll reconciliation and payroll related funds; maintain all payroll schedules. Prepare and balance all quarterly Federal and State reports. Verify, balance and process all year-end reports including payroll reconciliation, worker’s compensation audit and issuance of W-2’s. Review and oversee data entry of personnel actions in the employee master and electronic file. Review completed timecards for mathematical accuracy, proper pay codes, and general ledger accounts. Monitor and reconcile employee leave usage. Assist employees with individual payroll calculations and payroll related questions. Interpret policies, rules and regulations and respond to inquiries relating to payroll. Perform related duties as assigned.

**Human Resources** - In collaboration with the Finance Manager, plan and coordinate recruitment vacancies, prepare advertisements and recruitment information; determine and place advertising in appropriate media; review and evaluate applications. Administer and score examinations, analyze results, recommend pass points and establish eligible lists. Administers the employee evaluation system including investigation of problems and complaints. Assist employees and public with personnel information and interpretation of personnel policies and procedures. Assist in development and implementation of personnel policies and procedures. Coordinate and schedule the processing of all newly hired employees; conduct new hire orientation. Responsible for maintenance of confidential personnel files. Perform benefits administration to include claim resolutions, change reporting, approving invoices for payment, and communicating benefit information to employees. Process employees unpaid leave requests and COBRA administration. Coordinate safety meetings and other risk management duties as assigned. Participate in special employee/personnel projects. Maintain records on performance evaluations and merit increases. Maintain Human Resources Information System records and compiles reports from database. Maintain compliance with federal and state regulations concerning employment. Promote and maintain safety in the workplace. May be asked to represent the Authority at special events and attend meetings outside regular work hours and location as required. Perform related duties as assigned.

**Organizational Development** - Designs and develops Human Resources training programs for management and employees. Develops and maintains instructional programs; develops learning activities, audio-visual materials, instructor guides, and lesson plans. Reviews evaluations of training courses, objectives, and accomplishments. Makes assessments of effectiveness of training in terms of employee accomplishments and performance. Trains employees on Human Resources issues and practices. Consults with management on performance, organizational, and leadership matters. Conducts needs assessments to determine measures required to enhance employee job performance and overall company performance.

**Risk Management** - Oversees and administers the Authority's worker's compensation. Oversees administration of worker's compensation insurance program.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Minimum Qualifications**

Three (3) years of increasingly responsible administrative, financial or statistical record keeping work experience, including six months experience in personnel, and/or safety and payroll activities, which would provide the required knowledge, skills and abilities. Bilingual English/Spanish is desirable.

### **SUPERVISORY RESPONSIBILITIES**

This position has no direct supervisory responsibilities.

#### **Desirable Experience and Knowledge Base**

- General purposes, methods, practices, and procedures of accounting, financial, and statistical record keeping systems.
- Principles and practices of public personnel administration.
- Principles, methods and procedures utilized in recruitment, selection, examination, validations, equal opportunity, training, labor relations, and salary administration.
- Applicable federal and state laws and regulations.
- Payroll development and reporting requirements.
- Sound customer service practices and procedures.
- Office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

#### **Ability to:**

- Interpret personnel rules, laws and policies.
- Communicate effectively, verbally and in writing.
- Collect, compile and analyze information data.
- Make mathematical calculations quickly and accurately.
- Use a computer and appropriate software to develop and maintain personnel database information.
- Establish and maintain effective working relationships.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver's license is required.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

### ***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

### ***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

**OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is regularly required to talk and or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment** - The work environment a typical office setting, however field visits may be required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date