

CONEJO RECREATION & PARK DISTRICT

Job Title: Human Resources Supervisor

Division: Management Services

Summary:

Under general direction, plans and administers policies and programs relating to all phases of human resources activity, including employment, compensation, employee relations, insurance and retirement programs, and workers' compensation administration, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Develops, implements, maintains and supervises the administration of personnel policies, practices and procedures, including recruitment, selection, classification, compensation, orientation, termination, safety and performance appraisal.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures compliance.
- Conducts studies and compiles data and information relative to wages and salary, classification and benefits.
- Interacts with all levels of management, employee representatives, group insurance carriers, medical care providers and other agencies to provide an effective health care program.
- Establishes and maintains files and records relevant to the administration of Human Resources.
- Assists and participates in the conduct of contract negotiations with employee representatives.
- Develops and maintains effective working relationships with all employees of the District, other governmental agencies, employee organizations and professional organizations.
- Administers the salary and benefit plans, including performance appraisal programs, the employee retirement plan, and employee related insurance programs (group medical, dental, life and disability programs). Coordinates with insurance brokers, carriers, and consultants for analysis and implementation of benefits plans.
- Administers the workers' compensation self-insurance plan, including recording and processing industrial injury reports, coordinating follow-up medical care, and may perform claims administration.
- May confer with safety staff on phases of workers' compensation which involve employee safety and safe working conditions and practices.
- Prepares budget projections related to group insurance and personnel costs.
- Prepares budgetary requirements for operation of self-insured workers' compensation.
- Supervises, trains and evaluates assigned staff.

Other Duties and Responsibilities:

- Composes correspondence covering a variety of personnel and insurance matters.
- May be required to drive District or personal vehicle to various sites for training and presentations.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree in Personnel Administration, Industrial Relations, or related field; four (4) years increasing responsible experience in human resources, including employee benefits and workers' compensation administration; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to present information to top management.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates and Licenses:

California Driver's License; certification as a California Workers' Compensation self-insurance administrator, or ability to obtain it within 12 months of hire.

OTHER REQUIRED SKILLS:

Use of word processing and spreadsheet programs.

Supervisory Responsibilities:

This position supervises positions in the Human Resources and receptionist categories. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

While performing the essential functions of this job the employee is not generally exposed to any hazardous conditions. The noise level in the environment is moderate.*

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. *

Conejo Recreation & Park District: Human Resources Supervisor (continued)

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

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.