



Human Resources Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
188	Exempt	2 – Professionals	Unrepresented	8	REV 9-08	989	1 of 2

DEFINITION: Under general supervision; manages the activities of a functional unit within the Human Resources department, including Affirmative Action/Equal Employment Opportunity, Benefits, Classification/Compensation, Recruitment/Selection, Drug and Alcohol Compliance, and Labor Relations; and supervises assigned subordinate staff.

REPORTS TO: A Human Resources Manager, the Chief Human Resources Officer, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to, the following:

- Manages the activities, delegates to, and supervises staff in the assigned Human Resources unit.
- Develops and implements policies, procedures, and goals for the assigned unit to ensure compliance with applicable District standards and legal requirements, alignment and collaboration with other department units, and adherence to overall department objectives.
- Writes reports and provides detailed statistical and data analysis related to special projects and assignments, as well as activities of the assigned unit.
- Participates in the selection of personnel; establishes performance standards; trains, monitors and evaluates assigned staff; and recommends and implements improvements and discipline procedures, as required.
- Participates in the preparation of budgets for the department and the assigned unit, and monitors and controls expenditures.
- Works closely with other department units and other District staff to ensure compliance with all legal requirements, and the District’s Affirmative Action plan.
- Investigates and analyzes matters of concern to District staff, applicants, and/or the public related to the assigned unit, and recommends and implements appropriate remedial measures.
- Establishes and maintains confidential files and records, and performs administrative tasks such as data entry, and the writing and distribution of correspondence and other documents.
- Participates in the activities of the assigned unit at all functional levels as needed, and may temporarily perform the duties of a subordinate in an emergency, or while the subordinate is on leave
- May act as backup for other Human Resources Administrators.
- Performs related duties as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.	Revised 1/03 & 9/08	Approved by Jim Gleich (DGM) for Rick Fernandez, General Manager	Date
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MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of administration, and Human Resources including some or all of the following: employment, recruitment, testing, benefits, classification, compensation, employee relations, labor relations, and/or affirmative action/equal employment opportunity; principles and practices of supervision including leadership, team building, conflict resolution, training and performance evaluation; modern office practices including principles and practices of record keeping and confidentiality; computer software for word processing, spreadsheets, statistics, and presentation; English usage and business letter writing; report and presentation writing; and statistical analysis and business mathematics.

Ability To: Organize, implement, and direct an assigned human resources unit; supervise, train, motivate, and evaluate assigned staff; correctly interpret, explain, and implement Federal, state and local laws and regulations, as well as District and departmental policies and procedures; compile, review, analyze, and interpret application materials, employee records, testing and other selection methods and models, and related documentation; communicate effectively both orally and in writing in a business environment; independently compose reports, correspondence, and other documents; maintain confidentiality; work with a variety of diverse groups in a tactful and effective manner; effectively handle multiple assignments; responds to the needs of various District departments in a timely manner; and establish and maintain effective working relationships with District staff, job applicants, and members of the general public using principles of good customer service.

Education: Equivalent to a Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Organizational Development, Public Administration, or a related field, from an accredited college or university.

Experience: Equivalent to at least five (5) years of increasingly responsible Analyst level experience in a Human Resources Department. Experience in a supervisory or lead capacity is desired. Post-graduate study in one of the above disciplines from an accredited college or university may be substituted for up to two (2) years of this experience.

Special Requirements: None.