



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

**Job Title:** Human Resources Administrator  
**Department:** Administrative Services  
**Supervised By:** Chief Financial Officer  
**FLSA Status:** Exempt  
**Revised as of:** January 2016

### **JOB SUMMARY**

To act as a program coordinator administering human resources policies, programs, practices, functions and duties; and to ensure compliance with applicable laws and regulations.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Financial Officer.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Administer employee benefits programs; regularly review and monitor benefit programs and provide updates to District managers.
- Provide recruitment and hiring support to supervisors.
- Administer pre-employment processing.
- Conduct new employee orientation.
- Conduct wage, benefit and salary surveys.
- Provide information and analysis in support of budget process.
- Maintain job descriptions and job analyses.
- Assist District employees in their benefit utilization.
- Respond to District employee inquiries.
- Maintain employee training compliance and records.
- Advise supervisors of departmental training needs and assist in talent development.
- Assist supervisors in disciplinary procedures and compose disciplinary correspondence.
- Design, prepare and maintain records and procedures for controlling personnel transactions and data.
- Act as liaison to and maintain records as required by all regulatory agencies.
- Consult with legal counsel as appropriate to ensure compliance with all Federal, State, Local and other laws regarding employer/employee relations and personnel matters.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.

- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Maintain District Organizational Chart/Classifications.
- Compose a variety of letters and reports.
- Provide information and analysis in support of labor negotiations.
- Maintain and regularly update Personnel Policy Manual and Hazardous Materials Business Plan.
- Participate in Risk Management Team.
- Chair Safety Committee.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Health and welfare programs, 457 (b) or other deferred compensation programs and retirement programs.
- COBRA, FMLA, CFRA, EEO, FLSA, ADA, Public Employment Relations Board (PERB) and all other related Federal and State regulations required.
- California Public Employees' Retirement System (CalPERS) administrative processes.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

### **2. Ability to:**

- Identify, analyze and independently make decisions solving a variety of situations and problems.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prepare and execute presentations to various-sized groups of people.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form with a diverse range of people.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in business or human resources.

Experience: Two (2) years of progressively responsible experience administering employee benefit plans.

**2. Certification & Licensing Requirements:**

- Professional in Human Resources (PHR) or other similar certification desirable.
- Possession of appropriate and valid driver's license and driving record that complies with District policy.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:**  **Date:** 01/15/2015

**Classified by:**  **Date:** 01/15/2015

**Approved by:**  **Date:** 01/15/2015