

Ken-Caryl Ranch Metropolitan District
Job Description

Title: Human Resources Manager
Pay Range: \$89,300 - \$125,900, depending on experience
Date of Update: October 30, 2025
Status: Exempt
Classification: Regular Full-Time
Department: Administration
Reports to: District Manager

Job Summary:

The HR Manager serves as a key leader responsible for overseeing and advancing the District's Human Resources functions, ensuring the effective implementation of HR policies and programs while providing guidance and support to employees, supervisors, and external candidates. This role manages full-cycle recruitment and hiring, onboarding and offboarding processes, employee relations, training and career development initiatives, and the administration of compensation, benefits, and payroll. The HR Manager also ensures compliance with federal, state, and local regulations and oversees risk management functions, including safety programs and workers' compensation. Additionally, this position performs other HR duties as assigned and actively participates as a contributing member of the District's Leadership Team.

Essential Functions:

1. Employee Relations & Compliance

- a. Provide guidance to supervisors and directors on employee relations, including discipline, grievances, and conflict resolution.
- b. Investigate allegations of misconduct and recommend appropriate resolutions.
- c. Conduct and analyze employee surveys and exit interviews to assess engagement and satisfaction.
- d. Implement and manage compliance programs, including anti-harassment initiatives, Equal Pay for Equal Work, Workers' Compensation, employment postings, and unemployment claims.
- e. Ensure HR compliance aligns with Finance and regulatory standards.
- f. Develop and promote employee relations strategies that foster a positive and professional work environment.
- g. Develops and updates policies and processes related to employee relations.

2. Benefits & Compensation Administration

- a. Administer and maintain employee benefits programs, wellness initiatives, and ACA reporting.
- b. Recommend, administer, and evaluate the District's compensation plan, job classifications, and internal equity with input from the leadership Team.
- c. Manage the performance management system and ensure alignment with compensation strategies. Collaborate with the leadership team on process and updates.
- d. Collaborate with Finance to ensure proper payroll, benefits administration, and related compliance processes.

3. Recruitment, Onboarding & Training

- a. Oversee full-cycle employee processes including recruitment, hiring, onboarding, new hire training, and offboarding to ensure consistency across the District; manage workflows and documentation through the District's online platform.
- b. Administer new hire compliance processes, including background checks, proof of insurance, and other documentation.
- c. Develop and deliver training programs for staff and supervisors, including orientation, compliance, leadership development, training for any HR related process and performance management training.

4. Policy, Planning & Strategic HR

- a. Develop and recommend HR policies, programs, and strategic initiatives aligned with

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organizational goals.

- b. Conduct research and analyze trends to inform policy and program recommendations.
- c. Identify and implement process improvements to enhance HR operations.

5. Payroll & HR Administration

- a. Prepare and maintain accurate, confidential, and compliant employee records.
- b. Ensure timely and accurate payroll processing.
- c. Provide general administrative support, including correspondence, reports, scheduling, and document tracking.
- d. Consistently promotes a positive, professional image of the district and always provides excellent customer service, while demonstrating the district's core values of respect, accountability, integrity, continuous improvement, engagement, and relationship building.
- e. Perform other duties as assigned by the District Manager.

Authority Exercised:

- A. Responsible for one part-time person to assist with day-to-day operations related to HR functions of the District**

Required Experience:

- A. Bachelor's degree in human resources management, Business Administration or directly related field or any equivalent combination of acceptable education and years of experience in the field.
- B. Five (5) years of progressive human resources experience, including exposure to employee relations, recruitment, benefits, performance management, and compliance.
- C. Experience in a similar industry or organization size is preferred; familiarity with HR systems and best practices is essential.
- D. Certification as Associate Professional in Human Resources (aPHR), Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional preferred.

Knowledge, Skills, and Abilities:

- A. Possess and maintain a valid Colorado Driver License with acceptable driving record.
- B. Knowledge of general employment law & compliance and HR technology/payroll systems.
- C. Possess strong written and verbal communication skills.
- D. Skills in analytics, recruitment & talent management, and problem-solving skills.
- E. Strong emotional intelligence capabilities, adaptability, and integrity.
- F. Ability to adjust work hours as needed to support the timely completion of human resource functions in response to operational or program scheduling requirements.
- G. Accuracy, attention to detail, and strict confidentiality are vital to success in this role.
- H. Demonstrates effective verbal and written communication skills necessary to perform the essential job functions.
 - I. Ability to build collaborative relationships.
 - J. Effective decision-making and problem-solving skills.

Work and Physical Requirements:

OFFICE ENVIRONMENT: This position requires work in a variety of locations and conditions, including but not limited to District's parks and recreational facilities, and other similar inside and outside work areas. A substantial portion of this position will involve sedentary, administrative work in an office environment.

Moderate physical activity is required, including the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently. This position requires standing, walking, stooping, lifting and repetitive motion. Work is

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performed in all weather conditions. Positive interaction with District employees, subordinate supervisors, other organizations, and the public is required.

Equal Opportunity:

Ken-Caryl Ranch Metropolitan District is an Equal Opportunity Employer. The district does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other protected status under applicable law. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.