

## **GENERAL PURPOSE**

Directs, manages and coordinates the activities and operations of the Districts' Human Resources program including recruitment and selection, classification, compensation, group benefit administration, pension plan administration, Workers' Compensation, EEO, employee relations, regulatory issues, training, and ensures the Districts are compliant with current, applicable labor laws.

## **SUPERVISION RECEIVED**

Works under the direction of the General Manager Highlands Ranch Metro District ("Metro") and the General Manager of Centennial Water and Sanitation District ("Centennial").

## **SUPERVISION EXERCISED**

Provides supervision for Human Resources staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Acts as an internal consultant and advisor to all levels of management by understanding Districts' goals, issues and needs offering appropriate human resource services and solutions. Responsible for keeping current on state and federal laws and regulations as they pertain to Metro and Centennial. Represents the Districts on employment matters and policies. Responds to legal issues, including lawsuits, related to human resource issues as per the direction of the Districts' designated outside legal counsel, as the situation warrants.

### **Employment**

Ensures that recruitment, selection, placement, discipline, retention and discharge of employees comply with Districts' philosophies, policies and practices as well as state and federal employment laws. Investigates and participates in the resolution of all discrimination claims and other employment-related lawsuits and complaints. Designs, administers and responds to employee exit interviews and confidential questionnaires as needed. Determines compliance with applicable laws and regulations with District policies and in practice with employees. Conducts sexual harassment, drug testing and other workplace investigations.

### **Compensation and Benefits**

Responsible for the development, implementation and administration of compensation and benefit programs and policies according to legal plan documents, District philosophies, policies, practices and recognized human resource standards. Ensures that Districts programs meet employees' needs and comply with legal requirements. Researches and conducts wage and benefits surveys within labor market to determine competitive wages and benefits. Analysis of wage and benefit

survey information for presentation to the Board of Directors. Evaluates and makes recommendations for new plans or changes to existing plans in areas of salary and benefit planning to General Managers, Directors, and Board of Directors. Manages employee performance appraisal program. Communicates salary policy to management and staff.

### **Workers' Compensation/FMLA/ADA**

Responsible for the management and administration of the Districts' workers' compensation program. Establishes procedures for all matters relating to workers' compensation, Family and Medical Leave Act ("FMLA") and Americans with Disabilities Act ("ADA"). Ensures that Districts' policies and procedures are compliant with FMLA and ADA laws and regulations. May consult with outside legal counsel as needed.

### **Policies/Procedures/Practices**

Responsible for designing, reviewing and updating employee handbook to include new policies and procedures as necessary. Consult with outside legal counsel to ensure that employee handbook is compliant with current laws and regulations. Ensures that policies, procedures and practices are researched, developed, implemented and consistently administered. Responsible for updating and maintaining Standard Operating Procedures and Practices (SOPP) manual as it relates to human resources.

### **Employee Relations**

Develops and implements consistent standards for employee communication, development, performance appraisals, disciplinary procedures and training. Maintains open communication and a positive relationship with employees to promote employee job satisfaction. Plans, develops and oversees new employee orientation program. Provides counseling to employees and supervisors on human resource issues. Is the employee's contact for employee harassment or discrimination complaints. Coordinates and schedules outside employee counseling when necessary to resolve workplace disputes, complaints or grievances.

### **Training and Development**

Responsible for evaluating and designing employee training programs and workshops based upon the needs of the Districts. Researches, develops, and implements internal training for specific District needs and conducts on-site training sessions for supervisors and staff. Researches and contracts for external training needs and oversees the Human Resources training budget. Mentors and counsels supervisors on management skills and works with employees on numerous aspects of employment.

### **Recordkeeping and Reports**

Oversees human resources recordkeeping including personnel files, insurance, pension and miscellaneous benefits. Designs and develops custom reports to meet the needs of the Districts' management teams and staff. Ensures that all records are retained based on all applicable laws and human resources standards.

### **PERIPHERAL DUTIES**

Serves as coordinator for compliance with the provisions of ADA.

Attends other departmental staff, management meetings and Board of Directors meetings when necessary to address human resources policies, procedures or issues at hand.

### **MINIMUM QUALIFICATIONS**

Education and Experience

- a) PHR/SPHR Certification is highly desired
- b) Five (5) years experience in Human Resource management, or any equivalent combination of education and experience, and
- c) Continuing education relating to Human Resources.

### **SPECIAL REQUIREMENTS**

- a) Possess and maintain a Valid Colorado driver's license and acceptable Motor Vehicle Record.
- b) Availability to work during non-scheduled hours when necessary.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- a) Knowledge of principals and practices of public and human resources administration as it relates to government organizations.
- b) Proven skill in compensation and benefit program analyses, budget preparation, and human resource administration.
- c) Ability to communicate effectively in both written and oral form.
- d) Ability to establish and maintain cooperative working relationships with the general public, employees, and public officials.
- e) Ability to deal constructively with conflict.
- f) Ability to effectively present information to individuals and groups.

- g) Skill to analyze and evaluate employee job classifications and salary ranges.
- h) Ability to make human resource decisions in the best interest of the Districts.
- i) Knowledge of Federal and State laws as they pertain to Wage and Hour laws, FMLA, ADA and other laws that effect decisions in hiring, managing and discharge of employees.
- j) Ability to maintain confidential and sensitive information.

## **TOOLS AND EQUIPMENT**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 required to stand, walk, sit and talk or hear; use hand to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work in the work environment is usually quiet.

## **SELECTION GUIDELINES**

Formal application or resume, rating of education and experience, oral interview, reference check, background check and job-related tests might be required.

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

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Districts and requirements of the job change.