

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: HUMAN RESOURCES OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is perform professional human resources analyst work involving planning coordination, and implementation of various human resources programs, policies, and practices. Work involves providing support for various human resources programs, which may involve recruitment, selection, job classification, compensation, employee benefits, organizational effectiveness, labor relations, employee relations, regulatory compliance, performance evaluation, payroll interaction, safety, worker's compensation, risk management, drug-free workplace, training/development, or other human resources issues. Classification typically reports to the Director of Human Resources.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and implements recruitment strategies including identifying sources, placing ads, screening and interviewing candidates, reviewing and/or assisting with development of selection criteria, reviewing selection results, recommending candidates for hire, verifying credentials and references, and scoring examinations.

Conducts classification studies and reviews, including interviewing employees and supervisors, conducting field audits, compiling and analyzing data, conducting salary surveys, writing job descriptions, and recommending classification changes. Assists with preparation and presentation of arbitration cases related to classification.

Interprets labor contract and policies regarding issues such as discipline, termination and conflict resolution. Compiles information on union grievances in coordination with the District labor relations programs.

Conducts formal and informal training. Conducts new employee orientations. Counsels supervisors and other District staff on personnel policies and procedures and case issues. Makes site visits to interact with employees and to convey and explain policies and procedures.

Processes data changes into electronic computer system. Tests processes in electronic computer system as needed.

Counsels active and retired employees regarding life and health insurance benefits and claims. Researches benefit claims and issues for employees and retirees. Reconciles monthly insurance statements with SAP data. Calculates insurance rates and employee deductions based on annual contract. Organizes and coordinates open enrollment for various insurance programs. Arranges site visits between insurance vendors and employees.

Assists in administering District's retirement program. Provides pension estimates. Counsels active and retired employees regarding pension plan; affects changes to plan pursuant to domestic relations orders; performs retirement calculations.

Administers the Family & Medical Leave Act (FMLA) program.

Monitors EAP activities and administer random alcohol and drug testing program.

May function as Client Lead for SAP computer module. Oversees and maintains documentation of computerized processing of HR employee files. Implements plans with IS and Payroll department on process improvements, troubleshooting problems in a tightly integrated employee database. Maintains organizational structure and various integrated links within the system that affect budgeting and financial areas.

May provide training and develop documentation for HR staff and departmental end users on proper utilization of SAP HR system. Communicates with timekeepers and departmental management on authorization and processing issues. Initiates requests for service process improvements and tracks to completion. Researches and identifies links to data; analyzes and troubleshoots problems and follows through testing to improve system enhancements.

May develop and maintain various confidential computerized reports for senior management. Prepares and executes programs that process cost of living pay changes; computes adjustments for red-circled employees, management employee bonus program, and wage scale changes and confirms changes are correctly entered into SAP system.

Prepares and maintains statistical data for affirmative action and EEO-4 reporting. Maintains spreadsheet to track worker's compensation data.

Reviews performance evaluations and coordinates performance evaluation procedures. Maintains spreadsheet tracking of performance improvement data.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, business management, human resources administration, industrial relations; or a closely related field; supplemented by three (3) years previous experience and/or training involving human resources administration, employment law, benefits administration, worker's compensation, or other areas of personnel administration, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.