



Fair Oaks Water District Job Description

Human Resource Administrator & Executive Assistant

DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: General Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2015
ANNUAL SALARY RANGE: \$60,000-\$85,000
JOB CLASSIFICATION: Regular Full-Time

GENERAL STATEMENT OF JOB:

Under direction of the General Manager is responsible for the administration of human resource practices and policies for the District. The HR Administrator is in a position of trust and exercises the utmost discretion and confidentiality. In compliance with government regulations, processes District payroll and payroll taxes; maintains all related records. Assist in District programs related to maintaining a safety and healthy work environment. Provides support to the General Manager and completes related projects as assigned by the General Manager.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administrate services and activities for District's human resource department; recommend and administer related policies and procedures.
2. Investigates challenges in human resource matters, such as; working conditions, disciplinary actions and employee and applicant appeals and grievances.
3. Responds to confidential matters; organizes, processes, and maintains human resource records.
4. Coordinates new hire, leave, and termination processes and documentation. Conducts new hire orientation meetings. Updates supervising staff on human resource laws, policies and practices.
5. Annually updates job descriptions for district staff positions. Researches competitive salary information annually prior to staff performance evaluations and presents to District Management Staff.
6. Researches and obtains benefits information for district employees, including annual renewals, soliciting pricing and coverage, assisting employees with questions and challenges.
7. Prepares, updates and maintains current and historical copies of the Employee Handbook, Human Resource Manual and Board Policy Manual and staff organizational charts. Assists board committees on human resource issues.
8. Ensures that the FOWD Website is kept updated and responds to requests for current materials regarding the organization in general.
9. Assists in the transcription and posting of Board of Director meeting minutes and preparation of monthly agenda.
10. Provide support and assistance to the General Manager relative to organization, communications and special project completion.
11. Maintains and coordinates District Applicant files, DMV Pull notice program, drug Policy, D.O.T. testing and District workers' compensation program; coordinates with District Safety Coordinator on employee safety matters.
12. Maintains payroll data sheets; prepares payroll and related monthly and quarterly reports; prepares bi-weekly tax and retirement deposits associated with payroll; maintains vacation records, attendance, leaves, holidays, etc.

13. Calculates annual life insurance benefit allocations for W2's at year end. Annually prepares W-2 & W-3's, and other required reports associated with wages and benefits.
14. Acts as program administrator for the IMPAC government credit card program. Processes all requests for new cardholders, terminates cardholders as needed, and maintains purchase limits assigned by the GM.
15. Confers regularly with the General Manager on matters of District policy, payroll and HR. Works on special projects as required.
16. Reconciles for District's benefits and payroll accounts.
17. Knowledge of current human resource and office administration, practices and procedures including federal and state mandated laws and regulations.
18. Arranges for travel, training & seminar registrations of District staff and Board Directors.
19. Assists with employee meetings and initiates training sessions.
20. Assists with collections of data for the budget process.
21. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

ABILITY TO:

- Maintain a high level of confidentiality with discretionary knowledge.
- Work flexible schedule, including occasional evenings and weekends.
- Adhere to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Graduate of an accredited four-year College or University with major in Business Management and Administration or Organizational Behavior.
- Four years experience as a Human Resource Administrator.
- Four years experience in Payroll Processing and related governmental compliance.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- Valid California Driver's License: Possess and maintain a valid California Driver's License.
- PHR Certificate desirable

PHYSICAL REQUIREMENTS:

- Travel infrequently by vehicle or airplane for district related duties and activities.
- Regularly use a telephone for communication.
- Work at a desk for an extended period of time.
- Operate a variety of automated office machines including computers, copiers and FAX machines.
- Communicate orally with District staff and the public in face-to-face, one-to-one and group settings.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL ADAPTABILITY:

- Work primarily in an office environment, some outdoor work may be required.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received and understand the above job description.

Name (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
