



## Fair Oaks Water District Job Description

### Human Resource Administrator

DEPARTMENT: Finance & Administration  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: General Manager  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: January 1, 2018  
ANNUAL SALARY RANGE: \$73,576 - \$99,329  
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 District Management team and completes related projects as assigned by the District Management team.

#### **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. Assists Management with updating job descriptions for district staff positions, prepares revisions to job classifications.
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 staff organizational charts. Assists Board committees on human resource issues.
8. Administers COBRA program.
9. Oversees District Workers Compensation program.
10. Ensures that the FOWD Website is kept updated
11. Assists in the transcription and posting of Board of Director meeting minutes.
12. Provide support and assistance to the District Management team relative to organization, communications and special project completion.
13. Maintains and coordinates District's DMV Pull notice program, drug Policy and D.O.T. testing program, coordinates with District Safety Coordinator on employee safety matters.

14. 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.
15. Annually prepares W-2 & W-3's, and other required reports associated with wages and benefits. Calculates annual life insurance benefit allocations for W2's at year end.
16. 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 in accordance with District policy.
17. Confers regularly with the District Management team on matters of District policy, payroll and HR. Works on special projects as required.
18. Reconciles for District's benefits and payroll accounts.
19. Assists with employee meetings and initiates training sessions.
20. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

**Other Duties:**

- Arranges for travel, training & seminar registrations of District staff and Board Directors.
- Assists with collections of data for the budget process.

**Job Standards/Specifications**

**Knowledge of:**

- Knowledge of current human resource and office administration, practices and procedures including federal and state mandated laws and regulations.
- Recruitment and selection methods and procedures.
- Personnel policy development and implementation
- Principles and practices of personnel administration.
- Computer systems and software applications related to personnel and benefit administration.
- Purposes, methods, practices and principles of the District payroll system.
- Laws, ordinances, statues, and regulations controlling maintenance of payroll records and issue of payments.

**Ability to:**

- Maintain a high level of confidentiality with discretionary knowledge.
- Plan, organize, manage, and develop the District personnel and benefit system.
- Perform a variety of difficult and complex payroll maintenance and recordkeeping work.
- 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.

**Typical Physical Activities**

- 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 Factors**

- 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.

**Desired Qualifications:**

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

**Requires Licenses/Certifications**

- Graduation from High School or the Equivalent.
- Valid California Driver's License.

*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):

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Signature:

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Date:

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General Manager: Tom R. Gray

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Signature:

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Date:

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