



## **RUBIDOUX COMMUNITY SERVICES DISTRICT**

### **HR GENERALIST / SAFETY AND FACILITIES COORDINATOR**

#### **DEFINITION**

Under general administrative direction of the Director of Finance and Administration, performs and assists in a variety of professional and technical human resource duties including employee benefits, recruitment, maintains confidential files and data, employee new hire/separation paperwork, staying apprised of local, state, and federal employment laws and statutes, facilities coordination, safety training, emergency response and other administrative programs as assigned making sure the District is in compliance with safety, health, and environmental regulations and requirements. In addition, coordinates assigned activities with other departments and outside agencies and provides consultation to management and staff related to safety and emergency response.

#### **DISTINGUISHING CHARACTERISTICS**

This position reports to the Director of Finance and Administration and is a full-time, professional working class encompassing Human Resources and Safety Coordinator duties and responsibilities for the District. The incumbent provides support related to employee benefits and confidential record-keeping and clerical support requiring the use of discretion, initiative, and independent judgment. In addition, the incumbent is responsible for administering District safety, security, and emergency response programs in compliance with federal and state laws and regulations consistent with sound human resource management principles. The incumbent will organize and coordinate the District's facilities needs with the appropriate consultants and/or vendors including but not limited to IT, landscaping, janitorial services, plumbing, etc. The incumbent does not directly supervise other employees but may lead the work of staff as assigned. Incumbent may be assigned to specific job functions within this classification at Director of Finance and Administration discretion.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

Essential and other important responsibilities and duties may include, but are not limited to the following:

##### **HR Generalist Functions**

1. Assists department heads with the District's recruitment and selection process. Participates, plans, and conducts recruitment activities, writes job announcements, places recruitment ads, maintains application database, oversees maintenance of appropriate records.

2. Assists in screening and evaluating applications for employment or arranges for their screening by appropriate managers; develops and coordinates selection procedures to include interview questions and testing, coordinates panels and/or participates in interviews and monitors and tracks rating criteria.
3. Coordinates and schedules pre-employment physicals and DOT physicals for both newly hired and existing employees; administers background procedures for new employees.
4. Administers onboarding procedures to include offers of employment, new hire orientation, harassment training, and safety training coordination.
5. Maintains compliance with any changes in recruitment practices, pre-employment screening regulations and recommends changes.
6. Assists with a variety of special project-oriented studies and analysis as assigned; gathers and evaluates data; communicates with other public agencies; research information for possible inclusion in District personnel policies and procedures.
7. Maintains and tracks human resources data, using manual and/or electronic spreadsheets and databases; prepares reports to keep management informed regarding a variety of trends and issues.
8. Responds to inquiries from employees and the public regarding Human Resources policies and procedures; responds to requests for salary verifications.
9. Type's correspondence and reports, both in draft and a wide variety of finished formats, which may include confidential materials from notes, brief instructions, and/or prior drafts.
10. Provides a variety of general clerical and administrative support to the Director of Finance and Administration; compose and type letters, memorandum, standard operating procedures, and other correspondence related to assigned human resources programs and activities; prepares a variety of reports.
11. Maintains confidential employee files as well as various payroll and administrative files.
12. Maintains critical deadlines and coordinates activities within the District to assure completion of the work.
13. Assist the Director of Finance and Administration is administering the District's employee benefit plans including health, dental, life, and retirement. Deferred compensation, COBRA benefits, the Family Medical Leave Act Program, and related projects/programs; communicates and coordinates with insurance carriers, providers, and/or party administrators.
14. Organizes and conducts employee benefit orientations, enrollments, and briefing sessions on benefit plan changes; assembles and distributes benefit plan descriptions, promotional materials, and notices in compliance with federal and state requirement.
15. Informs new employees regarding District benefit plans and required enrollment decisions, and processes new employee enrollments.
16. Administers the District's COBRA and Family Medical Leave Act Program to ensure compliance with federal and state notice and administrative requirements. Provides terminated employees information on their rights to various benefits after separation from the District.
17. Prepares and maintains confidential employee health, medical, financial records, benefit reports, statistics; develops informational reports and statistics relative to human resource issues and benefits; the meet and confer process, and policies and procedures; performs labor related research and conducts studies as assigned; drafts a variety of reports, memoranda, and other materials.
18. Assists with the development and implementation of training policies and procedures; coordinates training programs and presentations and ensures District compliance with training-related regulatory requirements. Maintains records of staff participation in training programs.
19. Performs other duties and responsibilities as required.

## Safety and Facilities Coordinator Functions

1. Leads, plans, organizes, integrates and participates in the development and implementation of comprehensive employee safety programs related to the District business functions and services including, but not limited to industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement; ensures implemented programs comply with District safety ordinances and all federal and state laws and regulations for employee occupational health and safety.
2. In conjunction with department managers, evaluate on an ongoing basis the effectiveness of safety training programs and recommends program revisions and changes as appropriate.
3. Participates in both short- and long-term planning activities. Provides leadership in development, updating and implementing of plans within areas of Safety, Security and Emergency Response.
4. Develops, recommends, and implements policies and procedures in compliance with regulatory requirements to reduce incidents of employee accidents and injuries; advises District management on the design and implementation of safety and security programs.
5. Meets with managers and/or employees as needed to explain safety policies, procedures, emergency response concerns and/or to provide on-site training as required.
6. Reviews, updates, and approves general safety plans, practices, and policies along with the Injury and Illness Protection Programs and site-specific safety plans developed by contractors or vendors working for or with the District.
7. Monitors safety legislative and regulatory changes; evaluates implications to District safety programs and operations and recommends changes to ensure compliance; stays current with industry practices and trends.
8. Serves as liaison between the District and other local, regional, state, and federal agencies for both Safety and Emergency Response.
9. Coordinates with the District's consultants and/or vendors related to the District's facilities and equipment/supply needs.
10. Attends Board Meetings for audio and visual setup and recording. Distributes audio and visual files to vendor for minutes transcribing.
11. Manages and oversees the District's record retention policies and procedures ensuring compliance with applicable federal, state, and local laws, mandates, and regulations.
12. Administers the District-wide destruction of records in accordance with the records retention schedule, coordinating with all departments in the purging of electronic and paper-based files and coordination of the timely destruction of records.
13. Assists in the development of records retention budget and monitors applicable expenses.
14. Administers District public requests ensuring compliance with applicable laws, mandates, and regulations.
15. Manages the District's Emergency Response Plan and Disaster Response Planning and coordination for the District, including the Hazard Mitigation Plan. Prepares documents for federal, state, and city funding; confers with state and federal emergency planning representatives in support of the District's emergency response activities. Responsible for recovery of funds from state and federal governments in a declared emergency.
16. Maintains safety and emergency response.
17. Performs related duties or projects as assigned.

## **Knowledge of**

1. Basic knowledge of practices and principles pertaining to Human Resources, confidentiality, and record keeping in a public agency setting.
2. General knowledge of accurate report preparation, accurate and complex filing methods, and data collection techniques.
3. Standard office administrative and clerical practices and procedures, including the operation of standard office equipment.
4. Standard correspondence and report writing, including business letter writing.
5. Principles of written English including proper grammar, punctuation, spelling, and vocabulary.
6. Standard business computer applications including word processing and spreadsheet software.
7. Basic clerical research methods.
8. Standard employee benefit plans, coverage, and insurance record keeping requirements.
9. Principles of labor relations and labor contract administration.
10. Federal, state, and local laws and regulations applicable to human resource services, including benefit plan administration.
11. District administrative regulations, personnel policies, and Memoranda of Understanding provisions.
12. The requirements and procedures associated with public agency records management, including human resources record keeping requirements.
13. Federal and state laws, rule, regulations, and standards applicable to employee health and safety programs.

## **EDUCATION/EXPERIENCE:**

**EDUCATION:** Equivalent to a Bachelor degree from an accredited college or university with major course work in business administration, public administration, human resource management or a related field but may be waived in lieu of experience. The ideal candidate will have a combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

SHRM-CP, SHRM-SCP, PHR and SPHR are highly desirable.

**EXPERIENCE:** Five (5) years of increasingly responsible experience in professional human resource experience with some responsibility for administering employee benefits programs. Prior safety and facilities coordination experience is highly desirable.

Experience in a government or public utility is highly desirable.

## **LICENSES/CERTIFICATES REQUIRED:**

A valid California Driver's License (Class C) including a satisfactory driving record is required.

Possession of, or ability to obtain, certification from District provided CPR/First Aid training is required.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Environment:**

Standard office setting; exposure to computer screens; frequent interaction with District staff and the general public.

### **Physical:**

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District executive and mid-managers, staff, vendors, the public and other encountered in the course of work.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to see computer screens and printed documents and to operate assigned equipment.

### **Hearing:**

Hear in normal audio range with or without correction.

Job Status: Exempt

Date Modified: July 2022