

Staff Report

for the Regular Meeting of the Board of Directors, February 28, 2018

TO: Board of Directors

FROM: Jana Kolakowski, Human Resources Manager

DATE: February 21, 2018

SUBJECT: Updated Job Description – Human Resources Technician

HUMAN RESOURCES

RECOMMENDATION:

Approve updated Human Resources Technician job description, as recommended by the Administrative Practices Committee on February 6, 2018.

BACKGROUND:

Staff has reviewed and updated the Human Resources Technician job description to Human Resources Representative I/II. The Administrative Practices Committee recommended that the item be forwarded to the Board's Consent Agenda.

The Human Resources Department has an approved budget for 2018 for two Human Resources Technicians. To ensure appropriate growth in this classification, it was recommended to add a level and also update the title. This is done in an effort to provide apprentice and journey level opportunity within the department. Staff Recommends the classification be updated to "Human Resources Representative I/II". Additionally, the description has been updated to be current with the essential functions of the role within the department.

The Human Resources Representative I will remain at the budgeted amount of Step 1, which is suggested to remain in the WOB13 salary schedule as the current Human Resources Technician classification. The Human Resources Representative II is recommended to be in the WOB51 wage level. This is benchmarked on similar positions of other outside agencies. The incumbent would adjust to Step 1 of this schedule, resulting in a 4.2% increase.

This classification remains designated by the General Manager as Unrepresented. A job description was sent to AFSCME as a courtesy.

BUDGETARY IMPACT:

\$9,000 to be transferred from Consulting/Contractor fees

Attachments

- Human Resources Representative I/II Job Description
- Budget Amendment Request

NEVADA IRRIGATION DISTRICT

HUMAN RESOURCES ~~TECHNICIAN REPRESENTATIVE I/II~~

Range B13/B19 – BOD ~~XX/XX/2018~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform responsible administrative and technical assistance by coordinating, monitoring and reporting on a wide variety of areas related to human resources and risk management including benefits, compensation, payroll ~~maintenance~~, recruitment, and risk management functions; to perform administrative and technical work of assigned program areas; and to review routine administrative requests related to areas of assignment.

DISTINGUISHING CHARACTERISTICS

Human Resources Representative I: This is the entry level class in the Human Resources Representative series. Positions in this class have some administrative, customer service or finance/accounting experience but may have no directly related Human Resources experience. The Human Resources Representative I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Human Resources Representative II: This is the journey level class in the Human Resources Representative series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Representative I

Receives direction ~~general supervision~~ from the Human Resources Manager.

Human Resources Representative II

Receives general supervision from the Human Resources Manager.

ESSENTIAL FUNCTION STATEMENTS

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

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Human Resources ~~Technician~~ Representative I/II

Essential Functions:

1. Maintain confidential employment records and correspondence such as employment applications, test results and affirmative action data; maintain records and employee files; prepare personnel change requests for payroll; update employee and payroll-related records in the Human Resources Information System (HRIS) and related internal and external systems. -Participate in HRIS and other related data audits.
2. Perform technical human resource activities related to classification, compensation, recruitment, training, benefits, and workers' compensation and -leaves of absence; prepare job announcements and assist in the recruitment process; collect data from other agencies; interpret salary and benefit information. Assist with temporary staffing, recruitment, selection and onboarding of regular new hires and temporary staff. Assist with District benefit program contributions, payroll deductions, billing reconciliation and required government reporting.
3. Provide information to employees and departments relative to District policies and procedures. Assist employees with various HR, benefits and payroll related forms.
4. Provide information and assistance to District retirees for continued benefits, including assistance to their family members in life insurance claims.
5. ~~Develop, e~~Coordinate, and assist in the implementation of programs and/or function activities related to a variety of technical human resources and risk management activities and functions; prepare technical documents related to program activities.
- ~~1.-6.~~ Respond to requests for documentation related to human resources and risk management areas of responsibility; explain and interpret policies and procedures to internal or external customers. Research discrepancies to payroll and personnel documents, compensation, benefits accounting reconciliation.
- ~~2.-~~
7. Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare documentation of results.

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Human Resources ~~Technician~~ Representative I/II

8. Perform data collection and compilation in the conduct of studies, special projects, administrative, and human resources related functions; perform data collection and analysis; prepare draft reports and technical documents.
9. ~~Process workers' compensation claims and benefits; schedule medical examinations; compile statistical data and prepare reports;~~ Assist employees and supervisors with reporting of workplace accidents, incidents and injuries; assist employees with workers compensation claim filing procedures and respond to inquiries regarding their claims; monitor open and closed claims; work closely with adjustors, case managers and carriers.

~~10. Establish and assist in maintaining claims and liability records; prepare letters, resolutions, and warrants for District claims.~~

~~Establish and maintain human resources related systems; monitor area activities and report progress as required.~~

Establish and maintain filing and reporting systems as necessary; provide information to relevant parties; prepare and type correspondence and compile and type reports.

~~Essential Functions:~~ *(Continued)*

11. Compile and develop information for special studies and reports from a variety of resources; complete various special projects, including coordination, research and development of systems and procedures.
12. Assist in the administration of employee leave, special employment and benefit programs; administer assigned programs independently.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

QUALIFICATIONS

Human Resources Representative I

Knowledge of:

Grammar, spelling, punctuation, and modern English usage.

Modern office equipment including use of applicable computer applications.

Principles and practices of effective customer service.

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Human Resources ~~Technician~~ Representative I/II

Ability to:

Learn to interpret, and apply rules, regulations, laws and ordinances.

Maintain confidentiality of work.

Learn to prepare reports and correspondence.

Learn to interpret and edit written materials.

Plan, coordinate and organize work to meet deadlines that includes accuracy, thoroughness, and attention to detail.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Human Resources Representative II

In addition to the qualifications for the Human Resources Representative I:

Knowledge of:

Principles and practices of human resources administration, policies and procedures and basics of California public sector workforce compliance.

Ability to:

Interpret and apply rules, regulations, laws and ordinances

Learn applicable labor relations principles and practices

Review a variety of documents for accuracy

Prioritize work and coordinate numerous work activities

Respond appropriately to employee and supervisor inquiries regarding disciplinary matters

Independently prepare reports and correspondence.

Interpret and edit written materials.

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Human Resources ~~Technician~~ Representative I/II

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Human Resources Representative I

Experience:

One ~~Two~~ years of administrative, customer service, responsible ~~technical~~ human resources or accounting/finance experience.

Education:

Equivalent to an Associate's degree with college course work in human resources, business administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Human Resources Representative II

Experience:

Two years of responsible experience similar to Human Resources Representative I with the Nevada Irrigation District.

Education:

Equivalent to a Bachelor's degree with college course work in human resources, business administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license. Ability to obtain a nationally recognized Human Resources certification.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

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Human Resources ~~Technician~~ Representative I/II

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

DRAFT



**NEVADA IRRIGATION DISTRICT
BUDGET AMENDMENT REQUEST**

Request Number

Req. No BA 2018 - 78

Date: 2/21/2018
 To: Remleh Scherzinger, General Manager
 From: Department Manager(s)

Initial
RS

Budget Transfer: Enter Operating/Capital Expenditure or Revenue line items.

Department	Object / Account	Increase/(Decrease)
10117 Human Resources	51101 Salary	\$ 9,000.00
10117 Human Resources	52603 Consulting/Contractor Fees	\$ (9,000.00)

Budget Increase: Enter Operating/Capital Expenditure or Revenue line items.

Department	Object / Account	Increase/(Decrease)

Division Fund	Funding Account	Increase/(Decrease)

Explanation: Enter narrative explaining reason for amendment.

Transfer funds from consulting/contractor fees to salary budget to cover an estimated 4.2% increase in salary costs to adjust HR Technician, Step 4 to new classification of HR Representative II, Step 1.

APPROVALS:

	<u>Date</u>	<u>Signature</u>	<u>AGM/FM Initials</u>	<u>Approved/Denied</u>
Level I:				
Level II:				
Level III:				