



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## STAFFING MANAGER

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 62 <b>Job #:</b> Z43
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### JOB SUMMARY

Responsible for the leadership and daily management of staffing and for aligning the objectives of the recruitment and selection function with the business goals and vision. In addition, the position is responsible for developing and implementing strategic recruitment and employment programs. This position will work with management to ensure timely understanding of current and future workforce needs as well as implementing staffing processes.

### OVERSIGHT

**Supervision Received:** Receives direction from the Section or Group Manager.

**Supervision Given:** Manages and supervises a staff of professionals and paraprofessionals.

### JOB DUTIES

1. Establishes clear priorities, expectations and procedures to ensure that recruitment/selection programs and services support organizational and quality objectives.
2. Researches and implements innovative and effective sourcing, screening, interviewing, selection, and onboarding systems, including websites, Internet job boards, local hiring events, campus recruiting and community outreach events.
3. Develops and maintains strong working relationships with all levels of management and bargaining unit representatives to ensure the success of recruitment/selection processes.
4. Provides consultation, technical assistance, and support to executives, managers, and staff to strategically align recruitment/selection to the Business Plan, Workforce Planning, and Succession Management.
5. Creates, maintains, and analyzes a variety of statistical reports that measure performance and effectiveness of processes to ensure that Metropolitan stays abreast of hiring practices within the industry.
6. Continuously seeks opportunities to improve process efficiencies and services to the customer.
7. Partners with human resources staff, managers, member agencies, and vendors to anticipate and plan for staffing needs and to fill targeted job vacancies and overall regulatory compliance objectives.

8. Participates in the development and administration of the annual budget; participates in forecasting of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; and authorizes purchases.
9. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.
10. Oversees and ensures recruitment system is available and functioning at an optimal level; establishes recruitment system standards and practices; monitors system performance and security; and recommends upgrades and/or enhancements to the system.
11. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in a related field from an accredited college or university and six years of increasingly responsible relevant experience.

**Required Knowledge of:** Local, State and Federal employment laws and regulations; broad knowledge and perspective of human resources trends, strategies and practices related to recruitment and selection; proven experience in analyzing, developing, implementing, measuring, and sustaining effective staffing solutions; and experience working in a union environment.

**Required Skill and Abilities to:** Persuade and negotiate; strong command of networking and other search techniques; demonstrated leadership and project management skills; excellent oral and written communication, and presentation skills; deal effectively with a diversity of individuals at all organizational levels and in the community; and establish and maintain effective working relationships with those contacted in the course of work.

## **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- A Valid California Class C Driver License

## **DESIRABLE QUALIFICATIONS**

- None

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements