



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HUMAN RESOURCES MANAGER I-III

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 75 - 81 Job #: Z22 – Z24
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JOB SUMMARY

Provides consulting and guidance to an assigned business area on Human Resources policy and procedure matters. Advocates employee and management perspectives and assists them with Personnel issues and provides Human Resources recommendations, positions, and advice.

DISTINGUISHING CHARACTERISTICS

- *Human Resources Manager I – Salary Grade 75
- *Human Resources Manager II – Salary Grade 78
- *Human Resources Manager III – Salary Grade 81

*The level of the Human Resources Manager will depend on the scope, complexity, and size of the organizational services.

OVERSIGHT

Receives direction from the Group Manager.

JOB DUTIES

1. Manages and administers Human Resources activities within assigned area related to all aspects of HR.
2. Coordinates, and in some instances, conducts internal investigations in response to concerns or complaints from employees or management. Works directly and collaboratively with management, employees, and the Employee Relations to proactively resolve issues before they escalate through the grievance process.
3. Participates in staff meetings and site operation reviews to fully understand the business and communicates and integrates strategic priorities for Human Resources services.
4. Reviews and makes recommendations to management regarding management training, management standards, and works proactively with management to avoid practices and actions which may result in unnecessary complaints, grievances or other disputes.
5. Advises management and employees on the appropriate application of personnel policies, Human Resources Programs, standards, regulations, procedures and practices.
6. Administers and coordinates with both the Employee Relations and/or Legal Department, advocacy operations and activities, ensures the appropriate procedures, preparation, documentation, and presentation of cases involving employee actions.
7. Assists management in the development and growth of their organizational structure, management training and succession.

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8. Introduces and implements new Human Resources policies, programs, processes, and services as required.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience:

Human Resources Manager I:

A bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and 6 years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Human Resources Manager II:

A bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Human Resources Manager III:

A bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Local, State and Federal employment laws and regulations; broad knowledge and perspective of human resources trends, strategies and practices related to human resources; 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 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

- Juris Doctor Graduate degree from an accredited law school

PHYSICAL DEMANDS/WORK ENVIRONMENT

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Adopted Date: 04/09/09

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Supersedes: 04/09/09

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Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

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