

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M00

Reviewed: 00/00/00
Revised: 04/14/00

HUMAN RESOURCES & TRAINING OFFICER
(FLSA Exempt)

DEFINITION/PURPOSE:

Coordinate the Authority's Human Resources & Training services under the supervision of the Executive Director. Oversee the Personnel & Benefits Coordinator in the coordination of Benefit programs. Maximize the probability of the Authority accomplishing its goals and objectives through HR Programs.

DISTINGUISHING CHARACTERISTICS:

This single position professional classification is responsible for providing all Human Resource functions. The incumbent is responsible for maintaining strict confidentiality of protected organizational or employee information, and ensuring limited access on a legal basis of confidential materials and documents.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct and general administrative direction of the Executive Director, with significant independence.

Provides direction to Personnel & Benefits Coordinator.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Administer human resource programs including employee relations, personnel related training, personnel policy development, recruitment, consulting for managers, accommodation and worker's compensation.
- Oversee Benefit Programs as administered by Personnel & Benefits Coordinator.
- Oversee compliance in notifications for FMLA, COBRA/HIPPA and related notices.
- Oversee the maintenance and compliance of personnel files to applicable laws.
- Interpret and apply personnel policies & procedures and union memorandum of understanding.
- Oversee the completion of personnel actions for changes in employment status.
- Responsible for all recruitment and placement. Maintain affirmative action logs.
- Oversee employee evaluation program.

- Responsible for the scheduling & monitoring of mandatory personnel training programs. Create or recommend employee development programs in conjunction with departments.
- Comply in requests for information from the public or other agencies regarding compensation data or other public information.
- May provide consultation to Finance Department in the area of payroll or leave.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of: Principles and practices of personnel & benefits administration, public-sector labor law, and state, federal and local benefit, wage and hour laws. Techniques of coordination, record keeping, and reporting, as related to personnel and benefits. Ability to maintain knowledge of Housing Authority Policies & Procedures and union memoranda of understanding.

Ability to – Coordinate Human Resources programs and monitor agency training. Comprehend and interpret complex rules, regulations and laws as they pertain to such programs. Solve or recommend solutions in a unionized and non-unionized environment. Establish and maintain effective working relationships and interaction with those contacted in the course of work. Prepare employee program reports. Prepare clear and concise correspondence. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a computer. Will need to demonstrate an ability to use, or to learn and apply Word, Excel, applicable databases, ADP HRIS Profile, ReportSmith and ancillary financial systems.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance provider.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time in a standard indoor office environment and lift up to 25 pounds. Operate keyboard equipment continuously or intermittently. Ability to work lengthy hours as required to maintain employee programs.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a post offer, pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Five (5) years of increasingly responsible Human Resources experience. One (1) year of Employee Relations experience. One (1) year of experience with employee benefit programs. Experience supervising employees preferred. Experience with ADP HRIS Profile & ReportSmith preferred, or ability to obtain proficiency within 6 months.

Education – Possession of a bachelor's degree from an accredited college or university with a major in personnel administration, business administration, accounting or a closely related field preferred. Extra education from training programs or certificates in related fields may be considered. Possession of a Master's degree from an accredited college or university in a related field may be substituted for two years of required experience.