



JOB TITLE:	HUMAN RESOURCES ADMINISTRATOR	DIVISION:	DISTRICT – HUMAN RESOURCES
REPORTS TO:	HUMAN RESOURCES MANAGER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

*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.*

### Position Summary

Under general direction, performs complex and difficult work at an advanced journey level providing Human Resources services in the areas of *Retiree Benefits* and *Drug Program Administration*. Develops, designs, coordinates, implements, and administers HR retiree benefit and drug program administration. Assists management, employees, and retirees in achieving resolution of HR program issues. Duties may include compiling data and research pertaining to assigned HR programs for formal presentations to all levels of the organization.

### Essential Responsibilities

#### A. Drug Program Administration

- Develops, implements and administers the District's Drug Testing Program for compliance with all federal regulations and related requirements
- Coordinates with HR staff and/or concerned departments on the conduct and results of the following Drug and Alcohol testing: *Pre-employment, Random, Reasonable suspicion, Post –accident; and Follow-up testing*
- Works with all District departments to resolve sensitive and controversial issues in the implementation on this program.
- Maintains current level of knowledge and awareness of new trends, legislation and innovations in the field of human resources to respond to District issues and support planning efforts to develop programs
- Directs the maintenance of centralized data records (including electronic and automated files); ensures records are accurately updated and in compliance with mandated rules and regulations
- Conducts Drug and Alcohol Training and Reasonable Suspicion Training
- Conducts regular DOT audit
- May lead or participate in the development and administration of assigned budget for vendor contracts and HR programs



**B. Retiree Health Benefits:**

- Manages and/or coordinates Retiree Health Benefits
- Coordinate and administer Employee Assistance and Chemical Dependency Programs, including fitness-for duty consultations with District supervisory personnel
- Prepares reports and analyzes data, reviews established policies and procedures and confers with management, union representation, and legal counsel, making recommendations regarding personnel and benefit rules, regulations, policies, practices, standards and procedures
- Monitors and audits benefit program and information databases for accuracy and compliance
- Represents the District at meetings as assigned and may chair and or serve on special committees

**C. Others**

- Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

**Required Knowledge, Skills and Abilities**

**Working knowledge of:**

- Federal and state laws, District policies, and labor contract requirements and ability to present correct interpretation of same verbally and in writing
- Modern principles of Human resources and organization and management
- Substance Abuse Policy

**Ability to:**

- Analyze and enforce legal requirements, District policies and procedures and investigate and recommend solutions to employee complaints
- Instruct and motivate employees in a positive manner
- Communicate effectively both orally and in writing with union representatives, insurance vendors, consultants, and District employees
- Maintain a high level of confidentiality
- Use various software programs (i.e. Microsoft office applications, HRIS)
- Use various software programs required in the course of work
- Follow the safety and health rules and safe working practices applicable to the job
- Exercise significant independent judgment in the performance of all duties



## Minimum Qualifications

### Education and/or Experience:

#### A combination of college level training and position related experience equivalent to:

- Bachelor's degree with major course work in Human Resources Administration, Public Administration, Social Science or a closely related field. Position related experience may be substituted on a year for year basis in lieu of degree. A written statement detailing experience in lieu of degree must be submitted at time of application
- Five years of position related Human Resources experience in Human Resources administration, including one-year of formal lead or supervisory experience
- Demonstrated proficiency at an intermediate to advance level of skill using computers and applicable software Microsoft Office specifically Excel, PowerPoint, and Access software(or comparable applications)
- Must demonstrate an advanced level of knowledge and skills involving use of Human Resources Information Systems (**HRIS**) or similar applications
- Experience in a public sector environment and a multi-union environment highly desirable, but not required
- Professional certification in Human Resources or equivalent desirable

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

### Physical Requirement:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.