



**EL DORADO HILLS COMMUNITY SERVICES DISTRICT
invites applications for the position of:**

Human Resources Manager

SALARY:	\$39.60 - \$47.07 Hourly \$3,168.00 - \$3,765.60 Biweekly \$6,864.00 - \$8,158.80 Monthly
OPENING DATE:	11/30/20
CLOSING DATE:	Continuous
DESCRIPTION:	

This is a continuous recruitment, open until position is filled. The District reserves the right close the recruitment at any time.

First review of applicant pool will occur December 18, 2020

El Dorado Hills Community Services District (District) is seeking an enthusiastic and "hands on" human resource professional to join the District. Working at the District's El Dorado Hills location, this is a unique opportunity for the right candidate to work in a rewarding and highly collaborative environment, cultivate positive working relationships, and enhance valuable services the District provides to the community. Responsibilities include providing recommendations in the implementation of human resources programs, including payroll, recruitment and selection, leave management, classification and compensation, and employee and labor relations; also serving as a technical resource for the District management and staff.

Our environment is fast-paced, highly demanding and requires a creative and resourceful problem-solver. **Our team** has many talents and skills and is dedicated to serving the community. **Our work** is varied and evolving.

Come see what makes us amazing! <https://www.youtube.com/watch?v=tmk-nIN4hFA>

The ideal candidate will possess the following:

- Collaboratively work with stakeholders to understand and assist with implementing solution-driven outcomes.
- Flexibility and unbiased, with a high level of integrity performance.
- High degree of emotional intelligence and the ability to deploy multiple analytical styles, as needed.
- Advanced experience in public sector labor or employee relations, which include the investigation process.
- Thoughtful, innovative, and strategic thinking.
- Advanced supervisory and interpersonal soft-skills.
- Advanced organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Knowledgeable of classification and compensation principles.
- Knowledgeable of negotiations and grievance arbitration in a public service environment.
- Knowledgeable of CalPERS processes.
- Knowledgeable of NEOGOV products.
- Knowledge of benefits administration.

Be a part of the District that is recognized as the premier park, recreation, and local community services organization with a passion for providing excellent services and facilities and protecting the quality of life and environment of the community. The District's mission is to "Enhance the

quality of life for El Dorado Hills Residents through innovative, responsible leadership and by providing superior services and facilities." We achieve our mission through a team of talented people who bring creativity, excellence, integrity, and a customer-service-focus to their work daily.

El Dorado Hills Background

Located just east of Sacramento, California El Dorado Hills CSD (EDHCSD) serves a large, developed suburban population of approximately 45,000. EDHCSD's tagline is 'Your Place To Play', but we do so much more than dedicating ourselves to ensuring every activity is safe, fun, and community-focused. We also provide waste/refuse collection, telecommunications (both done through franchise agreements), and perform CC&R enforcement.

EDHCSD is situated in an unincorporated area of El Dorado County, and because it is our mission to enhance the quality of life for El Dorado Hills Residents and visitors, we like to consider ourselves the Heart of El Dorado Hills. A key element of our culture is open communication with our community members, and because of this, we were awarded the District Transparency Certificate of Excellence for 2014 - 2020 by the Special District Leadership Foundation. EDHCSD is also the recipient of the 2019 Exceptional Public Outreach & Advocacy for a large special district, awarded by the California Special Districts Association.

If you would like to join an award-winning team, helping to make a significant difference in our community please submit your application materials. We look forward to meeting you!

EXAMPLES OF DUTIES:

For a full list of job duties, please see the job description located at:
<https://eldoradohillscsd.org/about/job-description.html>

TYPICAL QUALIFICATION:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four (4) year college or university with major course work in human resources or a related field; **and**,
- Three (3) years of professional experience supporting human resource programs.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C driver's license.
- Possession of, or ability to obtain, Human Resources Professional Certification

Knowledge of:

- Principles, practices, and techniques of human resources management in a public agency setting, including the interpretation of laws, regulations, policies, and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff.
- Recent and on-going developments, current literature, and sources of information related to human resources programs.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

- Applicable federal, state and local laws, codes and regulations.

Ability to:

- Plan, organize, train, evaluate and direct work of assigned staff.
- Recommend, develop and implement human resources programs to meet District and departmental goals.
- Maintain currency with the latest human resources trends relevant to District needs.
- Provide professional support to diverse human resource program areas.
- Analyze a complex issue, and develop and implement an appropriate response.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Maintain confidentiality of sensitive information.
- Demonstrate strong customer service skills.
- Use initiative and sound judgment, and make sound decisions within established guidelines.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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El Dorado Hills, CA 95762
916-933-6624

humanresources@edhcsd.org

Human Resources Manager Supplemental Questionnaire

- * 1. Do you possess any of the following professional certifications? Check all that apply:
 - IPMA - Certified Specialist (IPMA-CS)
 - IPMA - Certified Professional (IPMA-CP)
 - Certified Labor Relations Master (CLRM)
 - Professional in Human Resources (PHR or PHR-CA)
 - Senior Professional in Human Resources (SPHR)
 - SHRM Certified Professional (SHRM-CP)
 - SHRM Senior Certified Professional (SHRM-SCP)
 - I do not possess any of the above certification.

- * 2. Do you possess experience processing CalPERS transactions? Please state either Yes or No in your response below. If yes, please describe your experience and your role. If none, please state None in the response.

- * 3. Do you have experience using NEOGOV software? If yes, please explain the modules and level of experience. If you do not, please state "none" below.

- * 4. This position requires the ability to communicate in writing. Please describe your experience with writing reports, policies, and procedures. Provide detail about the content of these items and describe your intended audience.

- * Required Question