

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Human Resources Manager**

**Division:** Management Services

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### **Summary:**

Under general direction, plans and manages policies and programs relating to all phases of human resources, including employment, classification and compensation, employee relations, insurance and retirement programs, and workers' compensation administration, for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA); and performs other related duties as assigned.

### **Essential Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and manages the Human Resources department of the Management Services division and provides professional support to MRCA; interprets and communicates District and MRCA policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; prepares budgetary projections for group insurance, personnel costs and operation of self-insured workers' compensation.
- Develops, implements, maintains and provides internal consulting to administrators, managers and employees on the administration of District human resources policies and procedures and the interpretation and application of Board Policies, Ordinance Manual and state and federal laws governing human resources management.
- Manages and participates in all phases of the employment process including conferring with hiring managers on job requirements and the recruitment and selection plan, screening and interviewing applicants, negotiating compensation, onboarding, and ensuring processes comply with applicable laws and regulations; provides guidance to employees on the separation process.
- Manages the performance evaluation program and employee recognition program; assists managers with coaching and mentoring; administers employee disciplinary policies and procedures up to termination; facilitates investigations.
- Manages and maintains the classification and compensation system; conducts studies and compiles data and information related to wages and salary, classification and benefits; creates and updates job descriptions.
- Plans and administers the District's benefits program including plan provisions and rates for the employee retirement plan and employee-related insurance programs (group medical, dental, life and disability programs); recommends modifications to the benefits program; coordinates with

insurance brokers, carriers and consultants for analysis and implementation of benefits plans; assists employees with the interpretation and application of programs.

- Administers the workers' compensation self-insurance plan, including recording and processing industrial injury reports, coordinating follow-up medical care, and may perform claims administration.
- Reviews payroll to ensure policies are followed and to verify salary and/or benefits changes.
- Establishes and maintains electronic and physical files and records relevant to the administration of Human Resources.
- Assists and participates in the conduct of labor relations including contract negotiations with employee representatives; compiles and analyzes data used in employee negotiations; works with legal counsel to prepare documents and agreements.
- Facilitates the safety program and associated trainings and oversees drug and alcohol testing; staffs the Safety Committee; maintains and submits a variety of plans and regulatory compliance reports.

### **Other Duties and Responsibilities:**

- Represents the District at local, regional, state and national conferences, meetings, job fairs, workshops and training seminars.
- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

#### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from an accredited four-year college or university with a major in human resources management or a related field, and at least five years of progressively responsible human resources experience.

#### **Language Ability:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to research and write reports, business correspondence and procedure manuals. Ability to make presentations to diverse audiences. Ability to conduct interviews and make formal and informal presentations at employee meetings and public forums.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference.  
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to understand, interpret, explain and apply Board, state and federal laws, codes, regulations, policies and court decisions governing the District's and MRCA's human resources management programs.

Ability to research and analyze a variety of administrative, organizational and human resource management problems and collaborate with administrators, managers and staff and provide expert advice and counsel to develop solutions to complex issues.

**Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- Certification as a California Workers' Compensation self-insurance administrator, or ability to obtain it within 12 months of hire.
- Possession of a certification in Human Resources Management or certification with the Society for Human Resources Management (SHRM) is desired.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

**Other Required Skills:**

Use of word processing, spreadsheets and database programs including utilizing human resources information systems and query tools to extract data from databases for interpreting and communicating data.

Ability to exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations.

Maintain confidentiality of information and work products.

**Supervisory Responsibilities:**

This position manages the Human Resources Department and performs the full range of supervisory responsibilities for assigned staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to low to moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

**Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods and is regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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Revised 4/4/24

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*