

EAST BAY REGIONAL PARK DISTRICT

HUMAN RESOURCES OFFICER I/II

GENERAL FUNCTION

Under general direction, performs a variety of personnel management and often confidential administrative tasks, i.e., recruitment, job classification and compensation analysis, employee and labor relations, employee development and training, benefits assistance and initiating and authorizing personnel actions. Conducts investigations and special studies or projects, and provides advice and assistance to District management, supervisors and employees in all personnel management areas.

CLASS CHARACTERISTICS

Human Resources Officer I is the entry-level class of this series, focusing on learning the Park District's and the Human Resources department's policies and procedures. Initially under supervision, incumbents perform basic activities. As knowledge of the District's policies and procedures increase, greater independence is exercised. Position is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Positions will be funded at the Human Resources Officer II level; incumbents at level I may be promoted to the higher level noncompetitively after meeting the qualification requirements, demonstrating satisfactory performance at level I, and demonstrating sufficient knowledge and the ability to perform at the higher level.

Human Resources Officer II is the journey level class of this series. This class is distinguished from the Human Resources Officer I level of this series by the complexity of duties performed and the degree of independence to make decisions in non-routine circumstances. This class may also have intermittent lead responsibility over the H. R. Officer I.

ESSENTIAL FUNCTIONS

Serves as one of several human resource program generalists assigned a variety of related administrative tasks. Plans and conducts all phases of District recruitment activities that involve a wide variety of professional, technical, administrative, clerical, and maintenance, regular, temporary and seasonal positions. Ascertains appropriate recruitment strategies; advertises vacancies; screens applications for eligibility; develops, administers and evaluates written and performance tests; and arranges and conducts examination interview boards. Performs all necessary job analysis tasks related to the preparation of official job descriptions and determination of proper classifications. Participates in periodic wage and salary surveys to validate and/or update the District's pay compensation system. Provides employee relations assistance to management in matters of performance management, discipline and labor relations. Serves as a resource to management, supervisors and employees on matters of personnel rules and regulations and the administrative procedures of the District and its labor union agreements. Approves all necessary official personnel action documents associated with the various tasks performed. May oversee District training.

As assigned, conducts official investigations of employee complaints, determining the methodology, conducting interviews, developing the facts and preparing reports of findings and recommendations. As assigned, also conducts, individually or as a team member, special studies or projects related to human resource issues. Studies or projects can be either short in duration and narrow in scope or with broad scope and requiring significant work effort. Examples include developing and conducting organization-wide job classification reviews; developing and conducting specialized performance management training; and collecting and analyzing specialized workforce statistics in response to various internal and external requests; developing and conducting training. Serves on internal committees, working groups and/or ad hoc task forces, providing human resource management expertise and contributing to the attainment of successful results.

MINIMUM QUALIFICATIONS

Human Resources Officer I:

- Education: Bachelor's Degree from an accredited college or university in human resources, industrial relations, business, public or personnel administration or a closely related field; and
- Experience: Six months of administrative experience in human resources management, which must include recruitment, testing, and job classification.

Human Resources Officer II:

- Education: Bachelor's Degree from an accredited college or university in human resources, industrial relations, business, public or personnel administration or a closely related field; and
- Experience: Three years of administrative experience in human resources management, which must include recruitment, testing, and job classification. Additional experience in employee and labor relations is desirable.
- Substitution: A Master's Degree in human resources management, industrial relations, business, public or personnel administration or a closely related field may be accepted as an equivalent to a maximum of one of the required three years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics and vary between the I and II levels.

General knowledge of the current professional practices and principles of human resource administration. Thorough knowledge of job characteristics, position classification and compensation, and recruitment practices related to typical public sector positions. Understanding of collective bargaining, labor, anti-discrimination and employment law and regulations. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required. Must possess strong analytical and problem solving skills; familiarity with computer software programs; ability to work well in a team; and ability to prioritize work and manage multiple projects.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Human Resources Manager

Employment Category: Management – HR Officer II, Range MG01; HR Officer I, Range MG00
Human Resources Officer replaced "Personnel Officer", Adopted by Board on May 21, 2002, Resolution #: 2002-5-111
Human Resources Officer I/II replaced "Human Resources Officer", associated new salary range of MG00 approved by Board of Directors on September 5, 2006, Resolution #2006-9-197. Revision Approved by General Manager: 9/15/06
Revision Approved by General Manager: March 5, 2012