Manager/Senior Manager:

Human Resources & Workforce Development

**General Class Description:** Under general direction of a Director, a program or project Manager assists in planning, organizing, coordinating, and managing programs or activities of their associated department; provides professional assistance to staff; performs related work as assigned. This class has lead responsibility for planning and implementation for one or more programs or functional areas. A Manager is responsible for accomplishing program goals and objectives and directs the day-to-day operations and activities of their designated program or functional area within a department. A Manager works with their Director to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by complex and widely-scoped duties related to program and project management, subject-matter expertise, and may include supervisory responsibility. This position exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned, and in acting on behalf of the department Director.

**Summary**

The Human Resources (HR) and Workforce Development Manager works under the general direction of the Executive Director and has responsibility for a wide range of matters to support RCEA’s human resources programs. The HR Manager performs a variety of complex confidential and technical activities including recruitment and selection, classification, compensation, employee relations, performance appraisal, benefits administration, supervisor-employee development, training, and development of new personnel policies. The HR Manager also, under general supervision, plans, coordinates, monitors, and provides for the implementation of RCEA’s workforce development programs and activities, including analysis related to the coordination of public and private economic development resources leading to the enhancement of employment opportunities related to RCEA’s mission. This position requires knowledge of general operations for an organization of approximately 35 people, with an emphasis on human resource/employment laws and best practices, public agency governance, supervision best practices, and workforce development.

**Essential Functions and Responsibilities**

Duties are illustrative only and may vary. Other duties may be assigned.

- Manages, administers, and maintains RCEA’s HR information system, including personnel records and confidential files.
- Administers the RCEA compensation and benefits program. Conducts studies and analysis of class and position descriptions, compensation structure and benefits programs, and recommends changes as needed; prepares new or modified descriptions.
- Review and evaluate ongoing employment developments and compliance with local, state and federal human resource laws; recommend policy amendments where necessary or beneficial.
- Participates in the employee/employer relations process, including developing recommendations and advising supervisors regarding employee relations procedures and human resources policies, and issues such as grievances and disciplinary actions.
- Consults with employees to identify and resolve employee/employer-related problems and issues and provides support to the disciplinary process, the resolution of disputes, and assists outside counsel in representing RCEA during litigation.
• Investigates allegations of policy violations including discrimination and harassment.
• Develops and updates policies and delivers training programs and workshops on a variety of human resource management policies and topics on a scheduled and as-needed basis. Provides guidance and training to managers and supervisors on positive employee relations practices.
• Responsible for coordinating posting, recruitment and selection of personnel, including preparing job announcements, advertisements and other recruitment material; screening applicants for qualifications; designing and administering job-related selection procedures such as written and performance testing, interviews, background and reference checks; ensures all phases of hiring comply with applicable laws, regulations, and guidelines.
• Audits incumbent classification and compensation and recommends changes. Coordinate the evaluation and tracking of staff performance and staff development needs; research and implement short and long-term staff development plans.
• Establish and maintain relationships with appropriate agencies, consultants, professional groups and programs associated with RCEA human resources and workforce development.
• Assist with strategic leadership on workforce development issues and administer any resulting workforce development initiatives and programs.
• Work as part of a management team to establish inter-departmental processes to support efficient office and business functions.

Minimum Qualifications

Experience/Education:

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:

• Education or experience equal to a bachelor’s degree or greater in business or public administration, human resources, organizational development, or a closely related field.
• A minimum 5 years (7 years for Senior Manager designation) of progressively responsible experience in human resources (preferably in the public sector).
• In addition, this position may require obtaining any of the following certifications within twelve months from date of hire: PHR, SPHR, SHRM-CP or SHRM-SCP.

Knowledge of:

• Theory, principles, practices, and techniques of human resource management and compliance, and general program management.
• Employee recruitment, selection, and training processes.
• Compensation and benefits administration.
• Employee development, and performance planning and appraisal.
• Management techniques to train and supervise employees and implement employment policies.
• Public agency governance procedures, including RCEA functions and associated human resource management issues.
• Current trends in the field of economic development and workforce development.
• Above average working knowledge of current business software programs, including Microsoft Office.

Ability to:

• Analyze and make sound recommendations on complex human resources management issues.
• Understand, interpret, explain, and apply RCEA, state, and federal policy, law, regulation, and court decisions governing RCEA’s human resource program.
• Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
• Establish and maintain a safe, comfortable, and dynamic work environment for employees.
• Promote effective and positive working relationships amongst employees.
• Develop and deliver effective training sessions and workshops to employees.
• Represent RCEA effectively in meetings with other agencies, community groups, and the public.
• Perform data entry, maintain organized and accurate filing systems, and prepare reports and other business communications.
• Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment.
• Work well under pressure.
• Be thorough and detail-oriented.
• Demonstrate patience, tact, teamwork and commitment to superior service and performance.
• Communicate effectively verbally, in writing, and through presentations.

Working Conditions and Essential Requirements

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard and other office equipment. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects. RCEA will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request. Possession and continued maintenance of a valid class C California driver’s license or the ability to provide alternate transportation and a safe driving record is required.

Preferred Qualifications

• Master’s degree or professional certification in a related field.
• Knowledge of RCEA programs.
• Prior experience working with public agencies and/or public utilities.
• Experience working with organizations involved with projects and programs in the areas of environmental and economic development.
• Experience working in an entrepreneurial context.

THE REDWOOD COAST ENERGY AUTHORITY IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RCEA MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC.