



HUMAN RESOURCES (HR) & PAYROLL MANAGER

CLASSIFICATION SPECIFICATION

\$6,898 - \$10,807 Monthly

FLSA STATUS: Exempt

BARGAINING UNIT: Management

JOB SUMMARY

Under general direction, the HR & Payroll Manager plans, organizes, and oversees payroll processing and the administration of HR programs for the District. This role is responsible for ensuring compliance with labor laws, managing employee benefits, supporting recruitment and retention strategies, and maintaining accurate payroll and personnel records. The HR & Payroll Manager also provides policy guidance and strategic support to District leadership on human capital issues, and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

The HR & Payroll Manager is a confidential, management-level position responsible for the independent administration of District human resources and payroll programs. This position is distinguished by its oversight of compliance and employee-related functions, providing strategic HR support to leadership.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Financial Officer (CFO).

Exercises no direct supervision but may oversee consultants and vendors.

WORK SCHEDULE

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Duties may include, but are not limited to, the following:

- Develops and administers human resources policies, procedures, and programs aligned with District objectives and in compliance with state and federal laws.
- Administers employee benefit programs, including health, dental, vision, and retirement.
- Coordinates and oversees the District's recruitment and selection processes.
- Conducts job audits and classification studies; maintains the classification plan and salary schedules.

- Advises management and staff regarding employment policies, labor contracts, and grievance procedures.
- Coordinates and supports all employee training, onboarding, and offboarding activities.
- Administers workers' compensation claims and related safety and risk management procedures.
- Tracks, interprets, and implements employment and payroll law and regulatory changes.
- Serve as the primary point of contact for disciplinary matters by receiving complaints, advising managers on progressive discipline procedures, and ensuring documentation, due process, and District policies and applicable labor laws are consistently followed; act as a mentor and resource to management to promote fair, legally compliant, and constructive outcomes. In elevated cases, may actively participate in the disciplinary process to help achieve resolution.
- Processes and oversees employee terminations, including involuntary separations, in accordance with District policies and legal requirements.
- Manages and processes District payroll, including benefits, deductions, and compliance with labor agreements.
- Prepares and submits required reports and documentation for HR and payroll audits.
- Performs related duties as assigned.

Knowledge of:

- Broad overall District operations at a basic level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding administration and human resources.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software as appropriate.
- Correct English grammar and punctuation to organize and communicate ideas in words that are appropriate to listeners and situations.
- Principles and practices of human resources administration.
- Employment laws including FMLA, CFRA, ADA, FLSA, Cal/OSHA.
- Recruitment, testing, and selection procedures.
- Public agency collective bargaining and labor relations practices.
- Benefit program design and administration.
- Payroll processing.
- Payroll and personnel recordkeeping systems.
- Principles and practices related to workplace safety including the ability to recognize unsafe activities, promote safe work practices, and ensure compliance with District safety policies and applicable regulations.
- Geography of the District and the location of District facilities.

Ability to:

- Perform research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- File, type, enter data, maintain records, and use and complete forms.

- Maintain the highest level of confidentiality when handling sensitive personnel, payroll, and benefits information; exercise sound judgment to protect employee privacy and organizational integrity.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintains effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, receive feedback, and respond appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Make arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.
- Travel for training and professional development as required.

DESIRABLE QUALIFICATIONS

Education and Experience:

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

Education:

- Associate/Bachelor's degree in Human Resources, Public Administration, or related field.
- Preferred certifications include:
 - ▣ PHR (Professional in Human Resources)
 - ▣ CalPELRA Labor Relations Academy Certification
 - ▣ CPP (Certified Payroll Professional)

Experience:

Five (5) years of progressively responsible human resources and/or payroll experience, preferably in a California public agency.

Required License, Certificate or Training:

- SHRM Certified Professional (SHRM-CP)
- Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HISTORY:

- Revision date:
- Approval/Adoption date: August 2025