

Human Resource Manager

Under the direction of the General Manager and the agency's Board, the Human Resource Manager plans, organizes and performs day-to-day operations of the Agency's human resources, payroll and other inter-related functions.

General Duties:

- Maintains the work structure by updating job requirements and job descriptions for all positions
- Maintains organization staff by establishing a recruiting, interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes
- Maintains employee benefits programs and informs employees of benefits, directing the process of benefit claims
- Maintains all company health benefits
- Maintains management guidelines by preparing, updating and recommending human resources policies and procedures
- Oversees and maintains Worker's Comp and Cal/OSHA reporting
- Administers new CalPERS appointments
- Administers and maintains CalPERS Retirement Program
- CalPERS reporting and maintaining employee accounts
- Participate in Employee evaluations
- Prepares and processes termination papers
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing persona networks; participating in professional societies
- Manage agencies personnel systems, and plan and implement improvements
- Oversees that the organization keeps current with California employment laws and regulations

Office Administration:

- Employee relations
- Maintains employee files and implements security procedures
- Oversees the front desk responsibilities and assigns work as needed
- Secretary to the HTA Board of Directors