

# **CALLEGUAS MUNICIPAL WATER DISTRICT**

## **JOB DESCRIPTION**

**Job Title: FINANCE & HUMAN RESOURCES MANAGER**

**Department: Finance & HR**

**FLSA Status: Exempt**

**Reports to: General Manager**

**Position Type: Full Time**

**Revision Date: October 2013**

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### **POSITION SUMMARY**

As delegated by the General Manager, responsible for planning, managing, organizing, and directing all financial and human resource matters for the District, including budgeting, accounting, revenue management, investments, payroll, billing, insurance, human resources, as well as on-going comprehensive analysis and monitoring of a wide range of financial and personnel policies, objectives, and strategies to ensure the sound financial condition and operational stability of the District. Provides internal direction and external coordination to assure the District is in compliance with all applicable state and federal requirements. Coordinates the support activities needed by other Departments.

### **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 position.

#### **Human Resource Duties**

- Administers employee benefits, solicits bids from benefits providers as maybe required, and keeps employees informed of available benefits.
- Assists managers and supervisors with employments matters, disciplinary actions, and policy interpretation.
- Manages payroll, maintains the salary schedule, and provides information for Board approval of cost of living increases.
- Implements recruiting, testing, and interviewing for hiring or promotion of employees.
- Implements training programs which apply to multiple departments such as supervision, defensive driving, sexual harrassment, and drug and alcohol awareness.
- Schedules and monitors annual reviews and processes individual pay actions.
- Provides advice and information to employees, managers and supervisors on a variety of personnel related issues.
- Administers the preparation and maintenance of personnel files, and other personnel related documents.

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- Develops and maintains District human resources policies and procedures. Writes and maintains the Employee Handbook.

**Risk Manager**

- Administers all insurance held by the District (including property, liability, workers compensation, employers liability) and seeks bids from insurers as may be required.
- Serves as primary contact with the property and liability carrier and works with other departments to implement actions recommended by the carrier.
- Manages third party claims submitted to the District, performing investigations and coordinating with other departments, legal counsel, the insurance carrier, claimants, the General Manager, and the Board.
- Investigates and submits claims from Calleguas to its insurance carriers.
- Assists employees involved in vehicular accidents to gather information and file paperwork to protect the District's interests.

**Finance**

- Plans, organizes, coordinates and directs the financial, accounting, billing, customer service and public relations related administrative functions of the District in accordance with Board policies.
- Assists the General Manager with long range financial planning, protection of the District's assets, and maintenance of budget controls.
- Assists the General Manager with the analysis, preparation, presentation, justification and administration of the District's budget.
- Oversees and directs, with the auditor, the preparation and issuance of the District's annual financial reports.
- Oversees and directs cash flow, bond issues, investment activities and assessments for community facility districts.
- Oversees the information systems and communication systems for areas of responsibility; identifies and coordinates technical advancements.
- Attends and participates in District Board meetings, professional organizations, and community meetings; prepares and presents reports.
- Performs special analytical studies; initiates and participates in the analysis and preparation of water rate studies, rate structures and other revenue enhancement programs; and prepares reports and internal policies/procedures as directed by the General Manager and in accordance with Board direction.
- Performs internal audits of District activities; oversees the recording of assets and insures accurate posting to the general and subsidiary ledgers.
- Develops and maintains accurate and timely monthly and annual financial reports for all District operations and capital improvement projects.
- Attends Board Finance Committee meetings and serves as staff liaison to the committee members.
- Interprets and applies pertinent federal, state, and local laws, rules, and regulations, and policies related to accounting functions.

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- Remains current in emerging accounting rules, regulations and reporting requirements and practices.
- Provides assistance in other administrative areas and performs miscellaneous duties as assigned by the General Manager.

**SUPERVISORY RESPONSIBILITIES**

Supervises all of the employees working in the District's Finance and Human Resources Department; carries out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; annual performance reviews, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Education and Experience**

A bachelor's degree from an accredited college or university in finance, accounting, business administration or a closely related field; designation as a Certified Public Accountant/Master's Degree is highly desirable; and, A minimum of ten (10) years of progressively responsible professional experience in financial management, accounting, analysis and reporting for a governmental or special district agency of which at least five (5) years were at a lead, supervisory or managerial level. A combination of education and experience which provides similar knowledge, skills, and abilities may be qualifying.

**The employee must have demonstrated knowledge and experience in:**

- Operational characteristics, services and activities of a personnel administration program.
- Principles of recruitment and selection including testing procedures and standards.
- Administration of employee compensation and benefits programs.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of workers' compensation and general liability claims processing including investigation, evaluation and settlement.
- Principles, practices, methods and procedures of budgeting, accounting, controls, auditing, debt administration and financial management.
- Principles of public administration, management, supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes, regulations and ordinances affecting District operations and financial activities.
- Development and implementation of fiscal controls.
- Modern information systems and procedures for accounts receivable, accounts payable, billing, payroll, and general ledger accounting.
- Applicable federal, state, and local laws, rules, and regulations.

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- Principles of business letter writing and basic report preparation.
- Application of information technology solutions in the maintenance of accounting records and financial administration.

The employee must have the ability to:

- Plan, organize, administer, and coordinate a comprehensive human resources program for the District including salary and benefits administration, workers' compensation, risk management, training and development, employee relations, recruitment and selection functions.
- Develop and administer goals, objectives and procedures.
- Interpret, apply and explain District policies and procedures related to Human Resources and.
- Interpret, apply and explain District policies and procedures related to human resources, finance, accounting, billing and customer service activities.
- Investigate, document, analyze and settle a variety of liability and workers' compensation claims.
- Provide advice to employees and managers regarding personnel issues; respond to and resolve issues and concerns from District employees.
- Plan, organize, administer, evaluate and coordinate the District's accounting and financial activities.
- Lead and coordinate District budget preparation and control.
- Oversee the preparation of financial reports and maintenance of ledgers and journals.
- Recommend and implement improvements to existing District activities.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present comprehensive and concise written and oral reports.
- Analyze problems, identify, recommend, and implement solutions.
- Exercise a high degree of managerial and administrative skills.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements 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 individuals with disabilities to perform the essential functions.

Physical

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as calculators, telephones, copiers, and scanners.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds.

Mental

- Required to use written and oral communication skills; read and interpret complex data, information and documents.
- Required to analyze and solve problems.
- Required to observe and interpret people and situations.

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- Required to use math and mathematical reasoning; learn and apply new information or skills.
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.
- Required to interact with District executives and managers, District board members, employees and the public.

**TYPICAL PHYSICAL ACTIVITIES**

- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal range.

**EQUIPMENT TO BE USED**

Must be able to operate a District vehicle, computer and standard office machines such as calculators, telephones, copiers, and scanners.

**WORK ENVIRONMENT**

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

**SPECIAL REQUIREMENTS**

- Possession of a California Drivers 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.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.