



San Juan Water District
9935 Auburn-Folsom Road Granite Bay,
California 95746 (916) 791-0115
www.sjwd.org

Human Resources Specialist

Position Description

Status: FLSA Exempt and Confidential in Nature

Supervisor: General Manager

Effective Date: October 27, 2025

Supervision Received and Exercised:

Receives direction from the General Manager and may provide technical and functional supervision to assigned technical personnel.

Primary Function

To perform a variety of responsible and professional analytical duties in support of the District's human resources activities including classification and compensation, recruitment and selection, and benefit administration; and to provide advice to managers and staff on a wide variety of human resources topics.

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

- Analyze, interpret, research and compile information for the revision and maintenance of the District's classification plan and allocation of positions; monitor and maintain allocation salary schedule.
- Research and provide advice on organizational structure to improve the efficiency and effectiveness of District operations.
- Maintain database of job descriptions and provide guidance to Department Managers on changes and updates thereto.
- Design and implement recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive, research and respond to candidate questions and appeals. Conduct reference and background checks, coordinate pre-employment medical examinations
- Onboarding of new employees.
- Interpret and explain policies, procedures, and regulations to District staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.
- Administer a comprehensive benefit plan including health, dental and life insurance, long term disability, and other benefits including protective leave; administer the District's open enrollment process.
- Administer the Workers Compensation program in coordination with the Safety and Regulatory Compliance Coordinator.
- Assist with the development and maintenance of District policies and procedures; represent the District to outside professional organizations; participate on cross functional teams.
- Develop, implement and administer a comprehensive training program, ensuring compliance with state regulations.
- Complete internal and external compensation and benefit studies.

- Manage annual performance evaluation process.
- Conduct required annual reporting including ACA reporting and AB 2561 Vacancy reporting.
- Advise on grievance processing and dealing with disciplinary matters; interpret provisions of the Personnel Manual with managers and employees; coordinate discipline process.
- Maintain paper and/or electronic employee database and records, in accordance with District retention policy.
- Maintain all Human Resources related forms and manage timely updates to require labor posting/notices.
- Develop and implement an employee wellness program to promote a positive and engaged workforce.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- General principles and practices of human resources administration and organization management.
- Pertinent federal, state, and local laws, codes and regulations.
- Practices, methods and procedures utilized in recruitment and selection.
- Principles and practices of recruitment, selection, classification, salary and benefit administration, EEO and employee relations within a public agency
- Advanced methods of statistical research and presentation.
- Principles and practices of project management.
- Principles and practices of supervision, training and performance evaluations.
- Pertinent local, State and Federal laws.
- Applicable safety precautions and procedures.

Ability

to:

- Collect, compile, analyze and summarize written and statistical information and data.
- Prepare clear and concise technical and administrative reports.
- Analyze situations carefully and adopt effective courses of action.
- Independently perform professional analytical work in support of human resources programs.
- Identify, research and respond to questions from District departments, outside agencies and the public.
- Prepare and present technical reports.
- Interpret and explain human resources programs and policies.
- Collect, compile and analyze data and develop logical conclusions and sound recommendations.
- Respond appropriately to difficult and sensitive matters.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.

- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of 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:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, public administration, social science or closely related field.

Experience:

Three years of increasingly responsible experience performing professional level human resources duties within a public agency.

Licenses or Certificates:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing Hearing				
Standing/Walking				
Climbing/Stooping/Kneeling				
Lifting/Pulling/Pushing				
Approximate Maximum Weight to Lift				
Fingering/Grasping/Feeling		20 Pounds		
Describe Working Conditions				
100 Percent Indoors				