



HR Manager

Rogers Water Utilities is currently interviewing for a HR Manager. This position will focus on all aspects of human resource activities including recruiting, hiring/dismissal, on-boarding, compensation, benefits, personnel policies and procedures, employee relations, federal and state employment and compensation compliance, documentations, investigations, insurance, specific areas of purchasing, as well as administrative duties.

Responsibilities:

- Provides continuous oversight of the HR department for the Utility.
- Handles all facets of recruiting and hiring for each department as needs dictate (including background checks and drug screens).
- Handles all orientations and required approvals/paperwork/forms/registrations for new hires.
- Oversee insurance enrollment for new hires.
- Ensures proper communication and assistance during open enrollment (November) for all employees.
- Prepares annual wage recommendations/analysis for each position in the Utility. This will include impact on the budget (by department and budget center) for both Merit and COLA increases.
- Will track and complete all necessary documentations on promotions, job changes, merit raises, COLA raises, evaluations, issues regarding discipline, and terminations.
- Will coordinate with 3rd party vendor on annual wage compensation survey.
- Assist Supervisors/Management with staff development, training, discipline, evaluations, etc.
- Provide on-going review, interpretation, and recommendations on employee policies and procedures.
- Cooperate and assist RWU Attorney with any legal correspondence,
- Provide cooperation and accept directives from City Officials.
- Monitor, engage, and provide oversight to Time & Attendance software.
- To assist in processing of payroll (specifically timesheets).
- To assist in selected purchasing needs (office supplies, janitorial, and related items).
- To assist Finance in approval of refunds for customer billing.
- Provide annual training on Harassment policy (and other policies as needed).
- To ensure that recruiting and hiring process is efficient and streamlined for the benefit of Supervisors, Managers, and the Utility.
- To provide ideas and pathways that lead to better efficiencies for HR related programs.
- To troubleshoot and problem solve areas/benefits/policies/procedures that employees are experiencing challenges with.
- To provide support and clear communication to the Superintendent (direct report to the Superintendent) on HR issues and concerns (and other areas as assigned).
- To investigate and recommend solutions regarding employee incidents.

- To prepare proper documentation and paper trail for work related accidents/incidents.
- To coordinate drug screens/testing related to work related accidents, CDL compliance, safety and security sensitivity, policy guidelines, and DOT compliance.
- To guide staff in the Employee Assistance Program.
- Serve as point of contact for DOT random drug screening.
- Serve as point of contact for FMCSA compliance.
- Handle and complete all administrative duties of the HR Department.
- Other Duties as Assigned

Qualifications:

- Requires a Bachelors Degree.
- 10 years related experience and/or training and 10 years management experience.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Ability to learn Tyler software and Time & Attendance software.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must be available to work regular schedule from 8:00 am to 4:30 pm – Monday thru Friday. (schedule may vary depending on operational needs)
- Must be able to represent RWU in a professional manner.
- Ability/willingness to work with City of Rogers staff, specifically HR Department on various projects – assignments – policies – processes – etc.
- Steady and Consistent Work History
- Must be knowledgeable in Word, Excel, Power Point, Microsoft Office.
- Must be self-motivated.
- Strong ethics.
- Ability to successfully navigate intense mental demand situations.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Encourage and set the example for an open door policy for all staff members.
- Ability to maintain confidentiality.
- Ability to understand and seek out legal guidance when warranted.
- Providing daily guidance to achieve and maintain a work environment that is safe and inclusive.
- Ability to provide leadership in developing, implementing, managing, and integrating people strategies, programs, and guidelines in support of Utility and department objectives.

- Promote and project an environment that provides accurate data and answers. Minimizing errors and their impact upon customers (both internal and external).
- Able to attend and present at all Commission meetings and when necessary, City Council Meetings.
- Possess valid driver's license.
- Ability/willingness to interact with all staff members in their environment (including PCF).
- Ability/willingness to acquire SHRM certification within the first 18 months.

SECURITY / SAFETY SENSITIVE POSITION

Based on definitions in the RWU Employee Policy Manual this position meets the criteria to be defined as a Security or Safety Sensitive position. As a result of this determination any employee working in this position is required to disclose to their Department Manager or Superintendent the use of any prescribed medication, including marijuana, which has the potential to impact the employee's ability to perform the duties of their position.

Who We Are:

Rogers Water Utilities is committed to preserving the public health and the natural environment. The employees of Rogers Water Utilities are highly trained and service-oriented. We want to serve you in the most efficient, courteous way possible.

Preferred Knowledge/Skills:

Experience with Tyler Software (AP and HR Management) and Time & Attendance. Past experience in a City Utility would be helpful. SHRM Certified.

Benefits:

- Medical, Dental, & Vision Insurance beginning first of month after completing 30 days. (very competitive premiums)
- Company paid life and long-term disability plans
- Salary – \$45.72 - \$68.58
- Paid Vacation and Sick Days
- Retirement Plan (APERS)
- 12 Paid Holidays
- Full Time Position