



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

TITLE: Director of Human Resources
GRADE: Management
DEPARTMENT: Human Resources
REPORTS TO: General Manager & CEO

POSITION STATUS:
 Full Time Part Time
 Exempt Non-Exempt

JOB SUMMARY:

The Director of Human Resources directs and coordinates human resource activities, including (but not limited to) employment and all labor relations, recruitment and selection, compensation, benefits, safety, training and employee development, performance evaluations, discipline, and payroll functions.

RESPONSIBILITIES:

- Administer: retirement, group medical, dental, and vision plans; medical and dependent care flexible spending accounts (FSA), life, AD&D, and disability plans.
- Manage and ensure compliance in employee paid leave, leave without pay, and wage continuation policies.
- Administer workers compensation program.
- Administer all aspects of Family Medical Leave Act (FMLA) program.
- Oversee the hiring process.
- Conduct background and reference checks on prospective employees.
- Conduct new employee onboarding.
- Conduct exit interviews.
- Oversee compensation and benefit studies and administer salary program; review salary survey data to ensure the company is paying employees competitively within industry standards.
- Oversee and update the organization's job descriptions.
- Administer and assist supervisors with KPUB's annual performance reviews and goal-setting processes.
- Oversee and manage KPUB's payroll functions.
- Ensure KPUB complies with all federal and state payroll laws and regulations and company employment policies.
- Work with management to proactively resolve employee relations issues, conducts investigations and makes recommendations for resolution.
- Work with management to document disciplinary actions and provides recommendations and guidance, as necessary.

Reviewed By/Title: Mike Wittler, General Manager & CEO
Approved By/Title: Mike Wittler, General Manager & CEO
Last Revised Date: July 19, 2024

Date Issued: July 19, 2024



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- Promote active employee engagement activities throughout the organization.
- Manage and administer safety programs and policies.
- Responsible for providing personnel training and employee development plans and programs. Track all training programs and employee participation.
- Serve as sponsor for KPUB's DOL Apprenticeship Programs and administrator for the RAPIDS online program. Ensure compliance and equality in administrating progression steps and increases.
- Maintain all employee policies.
- Manage KPUB's employee drug testing program(s); new hires, reasonable suspicion, post-accident and random drug testing, to ensure compliance to federal and state laws and company policy.
- All other assignments as directed by the General Manager and CEO.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business management or a related field; or equivalent combination of education and experience.
- Five years' experience in a supervisory or leadership capacity preferred.
- Thorough knowledge in the human resources areas of recruiting, benefits, retirement plans, employment law, compensation, safety/compliance and payroll.
- Ability to understand, interpret, and apply personnel policies and procedures.
- Ability to manage multiple projects simultaneously while meeting deadlines.
- Ability to act independently with minimal oversight, displaying sound judgment and analytical thinking about next steps and KPUB as a whole.
- Ability to communicate effectively both orally and in writing.
- Professional Human Resource Certification (PHR) preferred.
- Ability to maintain a high level of confidentiality.
- Ability to travel for training and conferences, as needed.
- Possess a valid Texas Driver's license and have a good driving record.
- Bondable.

Reviewed By/Title: Mike Wittler, General Manager & CEO

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