



NCTPA Title: **PROGRAM MANAGER – ADMINISTRATION & HUMAN RESOURCES**
Class Code: XXX
Group: XXX
FLSA: Exempt
Salary Range
Last Amended: 5/18/2015

DEFINITION

Under administrative direction, assumes responsibility for the day-to-day development and implementation of the human resource and payroll activities of the Napa County Transportation and Planning Agency (NCTPA) Board of Directors and the Napa Valley Transportation Authority (NVTA); serves as the Agency's Civil Rights Compliance Officer; serves as the Board Secretary to both NCTPA and NVTA; assists with technical accounting work; and performs other related duties.

The NCTPA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville who are jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

Under administrative direction of the Executive Director the Program Manager - Administration & Human Resources performs a full range of professional human resources activities and payroll duties; serves as the Agency's Civil Rights Compliance Office and serves as the Board Secretary to both NCTPA and NVTA. This position requires independent judgment and the ability to make decisions in recommending, implementing and coordinating services. The manager must also be able to multi-task, meet deadlines and work independently and as part of a team, even under stressful situations.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is received from the NCTPA Executive Director.

The incumbent may be responsible for managing staff that provide support functions for the Board of Directors, and other boards and commissions

ESSENTIAL FUNCTIONS

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

Human Resources and Payroll:

1. Assist in the development and revision of human resource programs, policies and procedures; apply, interpret, and ensure compliance with general human

- resource administration practices and procedures, as well as, ensure compliance with state and federal personnel laws and regulations such as drug free workplace, harassment, Title VI and OSHA requirements.
2. Preparation of confidential personnel documents and the maintenance of personnel records.
 3. Prepare and process bi-weekly payroll and coordinate payment of all state and federal tax liabilities and garnished wages with the Agency's designated payroll processor.
 4. Perform all departmental timekeeping procedures.
 5. Administer, track and record employee leave balances (which includes the development of customized computerized spreadsheet to track and record all employee leave balances).
 6. Prepare the annual administrative salary and benefits budget.
 7. Generate and maintain clear, concise and comprehensive records, reports and correspondence for a variety of fiscal activities such as purchasing, budgeting expenditures and claims for payment.
 8. Perform routine administrative and budgetary requests including the preparation of data and compilation of supporting documentation for budget development.
 9. Perform special surveys and projects and prepare reports as assigned.
 10. Develop and customize computerized spreadsheets to meet requester's informational needs.
 11. Collect and analyze salary and fringe benefit survey data and make recommendations regarding salary and fringe benefits.
 12. Obtain and resolve problems relating to retirement and insurance benefits; act as liaison to the Public Employees' Retirement System.
 13. Conduct the recruitment process for Agency positions; prepare recruitment materials such as job announcements, job opportunity bulletins, supplemental questionnaires, and recruitment plans; place advertisements for job openings in appropriate publications.
 14. Review and evaluate applications to determine eligibility; evaluate and rank applicants to establish eligibility lists; respond to questions and inquiries from applicants as to the status of their application; develop selection instruments (e.g. supplemental application questions, written examinations, work sample exercises and structured interviews); serve as chairperson and/or rater for oral board

- panels; schedule and administer written exams, if applicable, and other candidate assessment processes
15. Conduct classification and compensation studies and evaluate the duties and responsibilities assigned to positions.
 16. Conduct salary, benefits and other special studies related to the Agency's human resources program.
 17. Administer and coordinate employee insurance benefits programs including health, dental, life, employee assistance and disability coverage.
 18. Direct open enrollment for insurance plans and prepare materials for distribution to Agency employees.
 19. Investigate and resolve the more complex employee insurance problems and respond to employee and provider inquiries.
 20. Monitor, review and evaluate the current health, dental, vision, life, disability, and employee assistance insurance plans and coordinate selection to new plan options.
 21. Administer CalPERS contract; meet with employees regarding possible retirement; assist retirees with medical/dental insurance coverage issues.
 22. Develop and prepare health benefit administration policies and procedures.
 23. Coordinate Worker's Compensation benefits and leaves, including tracking of time and benefits coordination with employees and Agency. Serve as Workers' Compensation liaison between Agency, injured or ill employees, and outside service providers.
 24. Perform complex research and analysis regarding American with Disabilities Act (ADA), California Family Rights Act (CFRA), Family medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and other statutes or regulation covering employees in the State of California.
 25. Develop, conduct and coordinated training and development programs in conjunction with Agency Executive Director and Deputy Director-Administration
 26. Serve as Agency's Safety Officer, develop and administer safety program and conduct or arrange for employee safety training.
 27. Provide consultation and guidance for Agency staff regarding human resources policies and assist with employee relations and other various employee matters.

28. Design and deliver employee training, orientation, education and employee staff training programs.

Administrative:

1. Serves as the Agency's Civil Rights Compliance Officer
2. Prepare agendas, develop agenda reports, and make presentations to the Board; confirms agenda with Executive Director, Board Chair and Legal Counsel and ensures proper preparation and timely delivery of Board monthly agenda packet; direct an accurate and efficient minute-taking process; write routine resolutions or proclamations for presentation.
3. Manages the maintenance of the legislative record of the NCTPA & NVTA Board of Directors and all other committees, boards and commissions, including minutes, resolutions, ordinances, filings, and all other documents which come under the jurisdiction of the Secretary of the Board.
4. Research past and current Board actions as requested; ensure that NCTPA staff and the public have access to all aspects of the legislative history in a timely manner.
5. Assist and coordinate fiscal and accounting responsibilities with the NCTPA Finance Department, County of Napa Auditor-Controller's Office, County of Napa Treasurer's Office, and Payroll functions.
6. May provide lead supervision for other clerical staff, including assigning, scheduling, and prioritizing work and providing training to less experienced staff; delegate responsibility and authority effectively to staff as appropriate.
7. Prepare and/or supervise the preparation of operating manuals and organizational workflow charts.
8. Prepare reports on projects and correspondence; prepare special administrative reports.
9. Represent the NCTPA & NVTA to outside agencies and organizations, participate in outreach and provide technical assistance as necessary.
10. Prepare and present clear and concise correspondence, reports, and recommendations.
11. Arrange meetings, conferences and travel arrangements for Executive Director and/or Board Members when requested.
12. Schedule meetings for various committees, boards and/or commissions.

13. Respond to complaints and requests for information regarding policies, rules, and regulations.
14. Maintain appointment schedules and calendars.
15. Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university, including coursework in business administration, public administration, human resources management, accounting, and/or related fields.

Experience: Four years of responsible technical administrative experience in public sector finance, accounting, human resources, payroll, benefits administration, or a related general administrative area. Work must have required public contact and some experience working with governmental boards, commissions or committees, preferably in a secretarial or staff support capacity. Additional experience may be substituted for the required education on a year-for-year basis.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Organizational, functional and administrative structures of public agencies, including the role of an elected Board and volunteer committee and commission members.
- Principles, practices, and techniques of technical administrative work pertaining to public relations, office management and budget administration.
- Principles and practices associated with payroll processing, including the payment of state and federal tax liabilities, garnished wages, retirement and health benefits.
- Basic principles, practices and methods of technical public human resources administration pertaining to recruitment, examination, position classification and salary and benefit administration.
- Basic technical accounting principles and practices.
- Principles and practices of effective supervision.

Ability to:

- Perform multiple tasks simultaneously.
- Recommend and implement work procedures to meet changing needs.
- Make decisions exercising moderate independent judgment.

- Maintain confidentiality of information.
- Prepare budget data and information.
- Perform tasks in compliance with policies and procedures.
- Recommend solutions to technical administrative problems.
- Prepare clear and concise correspondence, reports, and recommendations.
- Represent the department to a variety of boards, commissions, groups, other agencies and business, and the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.
- Supervise subordinate staff if assigned.
- Operate a personal computer with word processing, spreadsheet, and database programs.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.