

INDIAN WELLS VALLEY WATER DISTRICT

Job Description

HR Specialist/Clerk of the Board (Revised: 10/22/25)

Position Overview

Position Title:	HR Specialist/Clerk of the Board
Employment Classification:	Non-Exempt
Department:	Administration
Reports To:	General Manager

Job Summary

Under the direct supervision of the General Manager, prepares and posts agendas, records meetings, maintains district records, ensures compliance with legal requirements, provides broad administrative support to the Board of Directors and the General Manager, assists in the development of District policies, and provides human resources planning, administration, and support.

Supervision

Minimal direction provided by General Manager, as required.

No Supervisory Responsibilities.

Essential Duties

- Prepare and post board meeting agendas and packets, record meeting minutes, and maintain District records.
- Attend and take notes at internal meetings as needed.
- Administer and Track Human Resources compliance, including performance evaluations, disciplinary actions, accident/injury reports (OSHA), Worker's Compensation Claims, Family and Medical Leave Act, Americans and Disabilities Act, Fair Employment, COBRA, and other relevant requirements.
- Remain current on labor laws pertinent to Special Districts to ensure compliance.
- Maintain and update personnel and Board manuals, and related HR policies and procedures. Ensure compliance with all applicable federal, state, and local labor laws and regulations.
- Enroll, administer, track, and process employee, Board member, and retiree benefits.

- Schedule employee physicals and drug testing as required by District regulations and policies.
- Job interviews: conducting initial screenings, evaluating candidates' skills and experience, coordinating and scheduling interviews, observing interviews, providing interview packet to interviewers.
- Conducting onboarding for new employees, scheduling orientation, providing and maintaining new hire paperwork.
- Respect and maintain the confidential nature of personnel records and events.
- Data base management, data analysis and reporting for management.
- Assists in development and interpretation of applicable regulations, policies, procedures, and covenants, and make recommendations to the General Manager.
- Assists Board of Directors and employees with compliance of Ethics and Harassment Prevention training, required supervisor training, HIPAA training, and specific forms as required by the State and County.
- Administer various programs including, but not limited, to conservation, public relations, permitting, etc.
- Plan and coordinate staff and supplies for public events.
- Represent the District at certain meetings as directed by the General Manager.
- Prepare reports.
- Collect data and information, and conduct and administer surveys.
- Make recommendations concerning various administrative policies and duties.
- Collect, sort, and distribute incoming mail.
- Perform other duties as assigned.
- Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

Skills and Abilities

Knowledge of:

- General knowledge and appreciation of laws, and regulations that relate to Special District governance and to human resources.
- District regulations, policies, practices, and procedures relating to the Board of Directors, District governance and to human resources.
- Principles of organization, administration, budget, and personnel management.
- Proficient in the operation of desktop computers, printers, and scanners. Proficient in Microsoft office products or equivalent to Word, Excel, PowerPoint. Proficient in Adobe Acrobat. Knowledgeable in the use of desk phones, and soft phones.
- Customer and labor relation skills.

Ability to:

- Effectively utilize the District's computer and software to administer, track, and report human resource events, and other activities.
- Communicate effectively and courteously, both orally and in writing, with Board Members, public, and staff.
- Prepare for Board and Committee meetings independently.
- Prioritize and complete management projects without close supervision and guidance.
- Establish and maintain effective working relationships with other District staff.
- Prepare press releases on various technical and financial issues.
- Prepare and administer contracts, etc.

Minimum Qualifications

Experience: Three years of progressively responsible administrative experience, with significant data management exposure.

Education: High school diploma or equivalent required. Additional college courses or business-related training is preferred.

Certifications: Must obtain SHRM CP or equivalent HR certification recognized by the state within 3 years of hire.

Licenses: None.

Must also successfully complete physical examination.

Physical Requirements and Working Conditions

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

The District will provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Equal Employment Opportunity

The Indian Wells Valley Water District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, genetic information, or any other protected category under federal, state, or local law.

Unless otherwise covered by a Memorandum of Understanding or other agreement, employment with the District is considered at-will, and nothing in this job description alters that status.

HR Specialist/Clerk of the Board: Revised Job Description Approval

Department Manager Recommendation:

General Manager Approval:

Received and Recorded by Human Resources:

A handwritten signature in blue ink, appearing to read "George Croll", is written over a horizontal line that spans across the three approval categories.

**George Croll
GENERAL MANAGER
IWV WATER DISTRICT**