



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065

### **JOB OPPORTUNITY BULLETIN HUMAN RESOURCES SPECIALIST September 14, 2015**

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Human Resources Specialist to plan and administer policies and programs relating to the administration of a government agency with approximately 160 employees. The position requires a responsible, organized and articulate individual who enjoys handling multiple tasks.

The Human Resources Specialist will plan and administer programs relating to all phases of human resources activity, including employment, compensation, employee relations, insurance and retirement programs, and workers' compensation administration. The Human Resources Specialist will be the primary point of contact for MRCA employees regarding these issues, and will also advise MRCA senior staff on human resource-related issues.

The Human Resources Specialist is expected to work at the Los Angeles River Center and Gardens in northeast Los Angeles near downtown, but at times will be required to travel to various sites for training and presentations. The HRS will work closely with the Executive Team and Finance office and report to the Deputy Executive Officer.

#### **HOW TO APPLY**

Submit resume via email to [giovanna.allen@mrca.ca.gov](mailto:giovanna.allen@mrca.ca.gov) or via fax to 323-843-9838. Candidates selected for interview will be asked to submit a writing sample, references, and application.

#### **PRIMARY RESPONSIBILITIES**

- Develops, implements, maintains and supervises the administration of personnel policies, practices and procedures, including recruitment, selection, classification, compensation, orientation, termination, training, safety and performance appraisal.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures compliance.
- Administers the salary and benefit plans, including performance appraisal programs, the employee retirement plan, and employee related insurance programs (group medical, dental, life and disability programs). Coordinates with insurance brokers, carriers, and consultants for analysis and implementation of benefits plans.
- Administers the workers' compensation plan, including recording and processing injury reports, coordinating follow-up medical care, and may perform claims administration.
- Handles difficult staffing situations, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
- Plans and conducts new employee orientation.
- Establishes and maintains files and records relevant to the administration of Human Resources.
- Advises senior staff and supervisors on policy matters such as equal employment opportunity and sexual harassment.
- Conducts studies and compiles data and information relative to wages and salary, classification and benefits.

- Prepares written materials including correspondence, training materials, policy memos, and occasional staff reports. Processes a variety of personnel action forms in a timely manner.
- Prepares budget projections related to group insurance, personnel costs, and workers' compensation.
- Performs related duties as assigned.

### **COMPENSATION**

\$26.45 per hour plus paid holidays, vacation and sick leave, health insurance, CalPERS retirement. Optional 457 savings plan and flexible spending accounts.

### **REQUIRED HOURS**

Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility.

### **REQUIRED SKILLS**

- Bachelor's Degree in Personnel Administration, Industrial Relations, or related field, four (4) years increasing responsible experience in human resources, including employee benefits and workers' compensation administration; or an equivalent combination of education and experience.
- Bilingual in Spanish strongly preferred.
- Ability to create and maintain a non-threatening environment for resolution of personnel issues.
- Ability to complete projects and follow directions.
- Ability to prioritize varying tasks and projects and make regular, consistent progress toward completion of multiple tasks at once.
- Ability to establish and maintain cooperative and amicable relations with those contacted in the course of work.
- Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the public or regulatory agencies. Ability to present information to senior staff.
- Excellent oral and written communication skills.
- Knowledge of PC-based computer programs including word-processing and spreadsheets.
- California Driver's License.

### **DESCRIPTION OF AGENCY**

In 1980, the California State Legislature established the Santa Monica Mountains Conservancy (SMMC), a state agency. The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency that was established in 1985 between the SMMC, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. The MRCA works on projects in an area roughly bounded by the Antelope Valley, Piru Creek, the San Gabriel River, downtown Los Angeles, Ballona Creek, to the Oxnard Plain.

[www.mrca.ca.gov](http://www.mrca.ca.gov)

[www.lamountains.com](http://www.lamountains.com)

[www.smmc.ca.gov](http://www.smmc.ca.gov)