Job Description

Position:	**Senior Human Resources Officer**	**Position Status:**	**Full-Time**
Department:	**Human Resources**	**Union & FLSA Status:**	**Exempt – At Will**
Reports To:	**Director of Finance & Administration**	**Adopted/Revised:**	**June 2026**

DEFINITION:

Under general direction from the Director of Finance & Administration, the Senior Human Resources Officer administers all aspects of the human resource strategy, policy, practices, operations, in addition to overseeing all aspects of labor and employee relations, compensation and benefits, performance management, employee development and HR compliance. Participates in contract negotiations with employee bargaining groups. Performs other job-related duties such as prepare/present HR reports; facilitates dispute resolution; and investigate complaints and grievances.

DISTINGUISHING CHARACTERISTICS:

Positions at this class level serve as a member of ReGen's senior leadership team as needed, and provide advice and counsel to the Director of Finance & Administration, General Manager and members of the senior team regarding strategic policy, business and program development, and problem-solving issues relating to the assigned Department and ReGen overall. The incumbent is an "at-will" employee.

ESSENTIAL FUNCTIONS:

- Serves as a senior strategic advisor to leadership on all aspects of human resources management. Build, maintain, and execute appropriate HR policies, processes, and systems to support ongoing growth.
- Plans, organize and execute all activities of the Human Resources Department and participate in developing ReGen goals, objectives, and organizational policies.
- Leads appropriate talent strategy and training, including leadership and employee development, performance management, identification of high potential talent and evaluation, and succession planning.
- Oversees staffing, labor and employee relations, policy enforcement, employee evaluations, and maintenance of ReGen's classification and compensation plan.
- Maintains the uniformity, equity, and integrity of ReGen employee processes and procedures including compensation and evaluations.
- Oversees workers' compensation, return-to-work and modified duty programs, including the interactive process where applicable; oversees collaboration with the Senior Safety & Risk Manager and department management to evaluate work restrictions, reasonable accommodations, and ensure compliance with workers' compensation laws, disability accommodation requirements, and ReGen's policies.
- Ensures proper investigations and responses to employee complaints.
- Oversees employee benefit program management, wellness and employee appreciation/recognition programs.
- Creates and maintains orientation and onboarding practices that increase the likelihood of a successful and consistently high-quality start date for new hires.
- Creates and maintains offboarding practices that ensure smooth transition, when possible, with confidentiality and sensitivity.
- Assess, coach, and mentor the HR team to help them develop the skills and competencies needed to meet the needs of the organization.

- Represents ReGen as delegated by the General Manager and/or Director of Finance & Administration in labor and employee relations matters before federal, state, and local regulatory entities, attorneys and insurance companies.

SUPERVISORY RESPONSIBILITIES
The incumbent in this position provides direct supervision of HR department staff.

QUALIFICATIONS:

Knowledge and Abilities:

- Principles and practices of public agency human resources and labor relations, including administrative analysis, recruitment and selection, classification and compensation, equal employment opportunity, employer-employee relations, and policy/program development.
- Thorough knowledge of disability discrimination and accommodations.
- Analytical ability and strong attention to detail.
- Experience consulting on and conducting workplace investigations, progressive discipline, leave of absence, workers compensation, interactive process, due process, etc .
- Ability to communicate effectively, both orally and in writing, to all levels of management, staff, outside counsel, and business partners.
- Demonstrated experience in handling complex, possibly volatile, employment issues and a proven track record of providing practical advice.
- Ability to work in a collaborative environment and a dedication to providing prompt, excellent customer service to internal and external partners.
- Solid problem-solving skills with a proactive and pragmatic approach; willingness to roll-up sleeves with strong follow-up skills and detail orientation.
- Work independently with little direction in furtherance of ReGen, human resource objectives and ReGen goals.
- Ability to work under pressure in a fast-paced environment handling multiple competing tasks simultaneously to closure.
- Highly motivated, proactive, self-disciplined, and team-oriented; effective and precise oral and written communication skills as well as the ability to work with various levels of staff.
- Positive hands-on attitude to mentor members of HR team.
- Strong work ethic with a quick and effective response to concerns, questions, and issues.
- Experience consulting on and conducting workplace investigations.
- High level of integrity, discretion, and maintaining strict confidentiality.
- Plan, organize, direct, coordinate, and manage the human resources functions of ReGen.
- Formulate, implement, and evaluate personnel and labor relations systems and procedures.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Knowledge of Position Control best practices and maintaining a Department budget.
- Proficient in Outlook (including Calendar), Word, PowerPoint, and Excel and Human Resource Information Systems.

TRAINING AND EXPERIENCE:
A bachelor's degree from an accredited college or university in human resources management, business administration, psychology, or closely related field. A master's degree in HR, leadership, public or business administration, or a related field, is highly desirable.

Twelve (12) years of increasingly responsible experience in the development and administration of HR programs, including at least five years in management or supervisory capacity, and least (5) five years in a public agency lead role.

A SHRM-SCP and/or SPHR certificate is desirable.

Special Requirements:

- Continued possession of a valid California Driver's License
- Bilingual in English/Spanish preferred.

TYPICAL WORKING CONDITIONS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers/scanners..

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of ReGen management and personnel, and the public.

Work Environment - Normally work is performed in an office environment; minor exposure to outdoor conditions; constant contact with staff and the public.

Adopted:
Revised: 06-2026