
Position:	Manager, Human Resources	FLSA:	Exempt
Department/Site:	Human Resources	Salary Grade:	46
Reports to/Evaluated by:	Chief Human Resources Officer	Salary Schedule:	Classified Management

SUMMARY

Plans, manages and coordinates the human resources services for the classified and certificated employees of the District.

NATURE AND SCOPE:

This is a management level position that reports to the Chief Human Resources Officer. The position performs work which is complex in nature and is required to solve broadly defined problems of a technical nature. The position requires the incumbent to deal frequently with other departments; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide oversight to the human resources staff. Provides highly responsible and complex staff assistance to the Chief Human Resources Officer and the Associate Superintendent for Human Resources.

ESSENTIAL TYPES OF DUTIES: (Examples)

- Directs, coordinates and reviews the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow and distribution; reviews and evaluates work products, methods and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for human resources; identifies resource needs; recommends and implements policies and procedures.
- Coordinates the area customer services activities for human resource services including classification, and salary schedules.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
- Participates in the development and administration of the human resource services; forecasts additional needs for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Coordinates human resources services with those of other divisions and outside agencies and organizations; provides staff assistance to the Chief Human Resources Officer and Associate Superintendent for Human Resources; prepares and presents staff reports and other necessary correspondence.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resource administration.
- Coordinates and supervises the daily operation of the Human Resources Department.
- Provides information on human resources policies, rules and regulations; interprets human resource policies and regulations to administrators and employees; answers inquiries regarding recruitment and hiring procedures; coordinates with the Payroll, Benefits, and Budgeting Departments on matters affecting pay or benefits; answers inquiries from colleges and other organizations.
- Coordinates certificated and classified personnel recommendation reports for the Governing Board and initiates follow-up work after Board action.
- Maintains data and statistics on HR related information including salaries and other information for use in preparation of federal and state reports.
- Assists with the recruitment of classified and certificated personnel.
- Oversees the technology, human resources information systems, and related data entry processes utilized within the Human Resources Department.
- Coordinates and manages the reasonable assurance, layoff, and reduction processes for classified employees.
- Works closely with the HR Analysts to maintain consistent practices and procedures in the Human Resources department.
- Assists the Chief Human Resources Officer and Associate Superintendent for Human Resources with routine personnel matters and employee discipline.
- Performs related duties and responsibilities as required and assigned.

QUALIFICATIONS:

Knowledge and Skills: Requires advanced professional knowledge of the principles, practices, and techniques of management education, group process, and organization development. Requires professional specialization in these human resources management areas: succession planning, area customer services, classification, salary administration and labor relations. Requires an understanding of human resources information systems (HRIS). Requires advanced human relation skills to establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups, and the general public.

Abilities: Ability to carry out all of the requirements of the job. Establish cooperative working relationships with staff. Interpret and apply pertinent laws, regulations and policies. Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise and firmness. Analyze situations accurately and adopt an effective course of action. Establish and maintain accurate records.

Physical Abilities: Ability to speak in a clear and convincing manner; ability to hear others; sufficient visual acuity to notice non-verbal actions and read words and letters.

Education and Experience: Bachelor's degree in human resource administration, psychology, public administration or a closely related field, some experience may substitute for education. Five years of progressively responsible technical office experience, preferably in a public personnel setting including one year in a supervisory position and one year of professional human resources work.