

SECTION **CENTRAL ADMINISTRATION**

AREA **CLASSIFIED PERSONNEL**

TITLE: **Manager of Human Resources**

QUALIFICATIONS:

1. A minimum of three to five years experience in personnel administration.
2. A Bachelor's degree.
3. Alternative or additional qualifications which provide the following knowledge, abilities and skills:
 - a. Strong human relations skills.
 - b. Knowledge of interviewing techniques.
 - c. Knowledge of laws, regulations, and procedures governing public personnel administration.
 - d. Experience with the administration of negotiated agreements.
 - e. Knowledge of payroll procedures.
 - f. Knowledge of the administration of health benefit programs.
 - g. Knowledge of computerized human resource systems.
 - h. Ability to establish and maintain effective working relationships with administration, department heads, employees and the general public.
 - i. Ability to express ideas effectively in oral and written forms.
 - j. Ability to collect and analyze data, perform research and prepare technical reports on all phases of school personnel administration.
 - k. Ability to analyze and interpret statistical data.

REPORTING RESPONSIBILITY:

The Manager of Human Resources is directly responsible to the Superintendent of Schools.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Manager of Human Resources supervises the overall daily activities of the Human Resources Office and its staff.

The Manager of Human Resources shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart, Policy 2111.

JOB GOAL:

The Manager of Human Resources, working under the supervision of the Superintendent of Schools, is responsible for supervisory, technical and advisory work in personnel administration, and, in addition, supervises the overall daily activities of the Human Resources Office. Responsibilities include all phases of the district's personnel administration, such as: staffing development, wage and salary administration, working conditions, supplementary benefit programs, in-service training for non-professional staff, evaluation of employees, affirmative action, recruitment and interviewing.

TERMS OF EMPLOYMENT:

Twelve-month contract. Benefits as described in Policy 4931, Benefits - District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION:

The Manager of Human Resources shall be evaluated in writing by the Superintendent of Schools at least once each year. The evaluation shall be based in part on the performance of responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

A. Recruitment/Selection/Employment/Orientation/Training

1. Recruits, interviews, and recommends for employment, staff for the following units:

- Custodial/Maintenance Personnel
- Bargaining Unit Assistants and Substitute Assistants
- Secretarial/Clerical Staff
- Non-Bargaining Classified Personnel
- Temporary Clerical/Custodial Personnel
- Substitute Teachers
- Hourly Supplemental Instructors

2. Provides for the maintenance of up-to-date records of all personnel employed in the school district.
3. In collaboration with other district administrators, administers a recruitment program for instructional personnel including administrators, supervisors, and teachers.
4. Conducts entrance orientation with new employees in all units.
5. Conducts exit interviews with all employees.
6. Develops, reviews and disseminates handbooks for all employees and recommends updating as needed.
7. Prepares and reviews evaluations for non-certificated personnel.
8. Maintains and up-dates job descriptions for all non-certificated staff.

9. Assists in planning in-service training for non-certificated staff.
10. Provides job counseling to all classified personnel.
11. Provides retirement and leave of absence information for all personnel.
12. Completes in an accurate and timely manner all required local, state and federal reports.
13. Prepares annual budgetary appropriations for the operations of the personnel office of the school district.

B. Human Resources Records and Procedures

1. Supervises the creation and maintenance of all personnel files.
2. Prepares personnel addendum items for each monthly Board meeting.
3. Coordinates yearly personnel directory and school rosters.
4. Supervises the maintenance of computerized personnel information system and initiates computerized reports.
5. Prepares employee seniority lists.
6. Coordinates unemployment claims with Board Office and arranges for attendance at unemployment hearings.
7. Maintains district employment history for all non-tenured certificated employees.
8. Prepares annual budgetary appropriations for the operations of the personnel office.
9. Reviews and recommends changes where necessary in district personnel policies and manuals.
10. Monitors Human Resources Office expense account and petty cash.
11. Completes in an accurate and timely manner all required local, state and federal reports.

C. Salary Administration

1. Prepares district-wide paybook from which purchase orders for staff payroll are prepared.
2. Administers and coordinates with the Business Office all of the wage and salary programs in effect in the school district, including contract changes, payroll book, extra compensation and substitute payroll.
3. Assumes responsibility for providing up-to-date salary information on each district employee for budget preparation.

4. Acts as liaison between Business Office and Human Resources department, communicating all salary changes to payroll on a timely basis.
5. Prepares extra compensation payrolls.

D. Personnel Research

1. Prepares, researches and recommends reclassifications in classified groups.
2. Completes surveys pertaining to district personnel both for district use and out-of-district requests, these include negotiations, wage/salary surveys, employee absences and turnovers, retirements, affirmative action hiring, and benefits.
3. Assists with cost analyses of all negotiations proposals and settlements.

E. Employee Benefits

Monitors the following fringe benefits for all employees:

1. Pensions - enrollments, retirements (counseling and filing of forms), transfers.
2. Health Benefits - enrollment, deletions, monthly bill payments, open enrollment, claim problems, employee workshops.
3. Dental Plan - enrollment, deletions, monthly bill payments, claim problems.
4. Health Physicals; follows up on problems and compensation cases.
5. Sick leaves, vacations, personal days – monitors entitlements and documentation of absences.
6. Communicates all benefit changes to employees on a timely basis.
7. Prepares annual reports summarizing benefit costs and use.

F. Labor Relations

1. Prepares cost analyses of all negotiation proposals and settlements.
2. Prepares and maintains an up-to-date information file of comparative salaries for all employee categories.

G. Enrollment

1. Performs cooperatively with the School Business Administrator/Board Secretary in projecting school age population in the school district.
2. Prepares monthly enrollment reports for distribution to the Board of Education.

F. Other Duties

1. Is Chairperson for the United Fund Drive for the district.
2. Performs other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools

Adopted: 2/24/04