

Human Resources Department
November 5, 2020
Notice of vacancy – Classified Management:
CLASSIFIED PERSONNEL MANAGER
\$90,908 - \$106,349 (12 months)

Assignment: Human Resources Department

Responsibilities: The Classified Personnel Manager assumes responsibility for all personnel functions related to the Classified Service and non-represented employees; the District's health and welfare benefits programs; contract administration; workers compensation and unemployment claims administration; and related management information systems and reports.

Requirements: Knowledge of State and Federal laws and regulations pertaining to public school personnel management; public personnel practices and procedures; collective bargaining procedures in the public sector and contract application and administration; recruitment, interviewing and selection strategies and methods for non-certificated staff employment; group health plan administration; California State Compensation Fund laws and procedures; California Unemployment insurance laws and procedures; modern management information systems.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way would be:

Education: Bachelor's Degree in personnel management, business administration, or a related field.

Experience: Three years of successful experience in the administration/coordination of a public personnel system, preferably including responsibility for recruitment, labor relations, and benefits administration. School district experience highly desirable.

Working Conditions:

Environment: Office environment; subject to frequent interruptions.

Physical Abilities: Hearing and speaking to exchange information in person and on the telephone, and to make presentations to the Board, Administrators, and others; sitting for extended periods of time; and vision sufficient to read and review complex written documentation, financial data, laws and regulations and professional journals and computer monitor.

Interested applicants may respond by submitting the following to the Human Resources Department by the final filing date:

A completed HESD [Classified Job Application](#), answers to the [supplemental questions](#), three letters of recommendation, and requested documents.

For the complete job description, information and application materials, contact:

Hanford Elementary School District
Human Resources Department
714 North White Street, Hanford, CA 93230
Phone: 559-585-3609
www.hanfordesd.org

FINAL FILING DATE: Until Filled

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.