

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Assistant Superintendent, Human Resources, assists with the planning and coordination of services provided by the Human Resources Division including classified employees. Responsible for planning, coordinating and supervising the Health and Welfare Benefits program for all employees. Assist in the recruitment, selection and employment processes and evaluation of both certificated and classified in keeping with legal requirements and Board Policies.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Selection of Personnel

1. Administers classified staff recruitment and employment promotion and assignment, including screening and evaluating applicants, in keeping with legal requirements and Board Policies. **E**
2. Coordinates the District's classified employee testing program. **E**
3. Assists in developing refining, interpreting and implementing Board policies pertaining to the transfer, reassignment and evaluation of classified personnel. **E**
4. Assists with projection of yearly staffing needs. **E**
5. Coordinates and administers the on-line applicant tracking system for certificated and classified personnel. **E**
6. Assists in the planning of the yearly job recruitment fair. Makes recruiting trips as directed by the Assistant Superintendent, Human Resources. **E**
7. Directs the processing of fingerprints and review of criminal convictions to ensure that no new employee has criminal conviction that would prohibit the employee from working with students and staff. **E**

B Processing and Record keeping

1. Serves as liaison with the payroll department to include coordination of Personnel Action Forms and other data necessary for the effective operations of both departments. **E**
2. Develops and maintains a comprehensive employee record system to include electronic data imaging and management of integrated software to serve HR and Business divisions. **E**
3. Maintains legal compliance in all areas of HR operations. **E**

C. Staff Development and Evaluation

1. Provides assistance with the development and implementation of a yearly program of in-service training for staff. **E**
2. Assists with coordination of the employee evaluation program. **E**
3. Assists with continuing development and refinement of evaluation procedures for personnel. **E**
4. Provides assistance and guidance to District administrators and supervisors in matters concerning evaluations, including technical assistance in utilization evaluations, data collections, summary and reporting. **E**
5. Advises administrators and supervisors in matters concerning employee problems and/or complaints; provides technical assistance and coordinate follow-up activities on employee relation problems such as law enforcement matters, arrests/convictions unsatisfactory service, and discipline. **E**
6. Assists with coordination of yearly orientation sessions for new employees. **E**

E. Health and Welfare Benefits

1. After approval of programs, coordinates all health and welfare benefits coverage for District employees and retirees; monitors health insurance expenditures; coordinates distribution of benefits information to employees; communicates with health insurance carrier; conducts open enrollment and related activities and recommends changes to the Assistant Superintendent, Human Resources. **E**
2. Works with third party administrators at the discretion of the Assistant Superintendent, Human Resources and Assistant Superintendent, Business Services to insure that benefits are paid timely when due and with the least amount of inconvenience to the claimant. **E**

D. Other

1. Assists in interpreting District personnel policies, employee contract provisions and legal requirements to Board and district staff. **E**
2. Advises District employee of their job-related rights, privileges and stands or employment; serves as a resources and liaison to employee on such matters. **E**
3. Assists in the personnel grievance process to include coordinating investigations. **E**
4. Serves as the district's officer in charge of the Uniform Complaint Procedures. **E**
5. Assists in providing staffing, wage and salary data required for budget preparation and negotiations. **E**
6. Assists with coordination of negotiation sessions with all employee bargaining units, assist with district proposals, and keep detailed minutes of negotiations sessions and district caucuses. **E**
7. Assists in the implementation of those Board goals and objectives related to the Human Resources Division. **E**
8. Files required reports with county, state and federal agencies as requested. **E**
9. Performs other duties as assigned.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

REQUIREMENTS

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| WORK YEAR: | Certificated Management Work Year |
| CREDENTIAL: | Eligible for or possession of valid California Administrative Services Credential; Equivalent out of state Administrative Services Credential or; Bachelor's Degree in Human Resources and 5+ years of experience in equivalent HR position. |
| SALARY: | Certificated Management Salary Schedule |
| BENEFITS: | Medical (employee contribution), 100% dental, vision and life insurance. |