

BUENA PARK SCHOOL DISTRICT

PERSONNEL SERVICES MANAGER

(Management)

DEFINITION:

Under the direction of the Chief Personnel Officer, assists in planning, coordinating, and managing of a comprehensive personnel program for District employees. The position performs a wide variety of highly responsible, confidential, and complex administrative and clerical work in support of the Human Resources department, including recruitment, selection, employment, and other activities and operations of the office. The position participates in the effective establishment and maintenance of a variety of personnel records and reports requiring independent judgement in the application of established personnel policies and procedures, including legal statutes, administrative regulations, and bargaining unit agreements. The position requires professionalism in conducting investigations and support of workers compensation matters. Works with personnel staff to ensure the accuracy and timeliness of daily work. Assures compliance with applicable State and federal laws, codes, rules, and regulations. Participates in the formulation of district policy as called upon and acts as a member of the Management Team. Performs other duties as required.

EXAMPLES OF DUTIES:

- Train, direct and supervise assigned departmental staff members, including substitutes.
- Coordinate or provide trainings, such as New Employee Orientation.
- Manage and maintain present and future personnel staffing requirements including hiring, recruitment, reemployment, transfers and layoffs.
- Ensure an employment process which is fair and uniform across the District.
- Use proactive and innovative methods for recruitment to address District staffing needs, including hard-to-fill areas.
- Serve as resource and liaison to site and district office staff on organizational structure, position classification, job description development and compensation structure.
- Manage the calculation and administration of salary schedules, including new hire placement, and compensation surveys to maintain competitive wages and benefits.
- Conduct the interactive process with employees to ensure compliance with the Americans with Disabilities Act (ADA).
- Assist with the administration of employee progressive discipline.
- Plan, implement and maintain effective and innovative digital systems for information and forms workflow, including collaboration across various departments and school sites.
- Research and compile data pertaining to negotiations with bargaining units.
- Investigate, research, and draft responses to complaints alleging discrimination, harassment, or workplace bullying.
- Develop and conduct on-going training for assigned staff and managers/supervisors regarding policies and procedures.
- Counsel with employees and candidates regarding information about their employment.
- Make decisions on routine administrative personnel issues; make recommendations on non-routine, highly complex, or controversial issues.

- Assist supervisors with management of annual credential monitoring, certifications and evaluation of employees.
- Network with Personnel Administrators of Orange County (PerAd), workers compensation, and legal counsel to enhance current practices and reduce District risk.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Personnel policies, practices, and procedures, including job classification, salary administration, recruitment, examination, discipline, collective bargaining, health and welfare, unemployment, and workers' compensation.
- Critical federal and state laws governing human resource functions.
- Employee leave provisions and related laws, including FMLA and CFRA.
- Basic mathematics, including commonly used statistical analysis.
- Interpersonal skills, with an emphasis on tact, patience and courtesy.
- Modern office digital applications, including employee database systems.
- Prepare communiques, reports and presentations using proper written English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation. Analyze and resolve managerial problems. Communicate effectively orally and in writing. Demonstrate exceptional customer service. Organize short and long-term projects to meet critical deadlines.

EXPERIENCE:

Three years of responsible administrative and clerical experience, preferably in a personnel office. Supervisory experience preferred. School district experience strongly preferred.

EDUCATION:

Bachelor's degree or higher, including or supplemented by course work or training in human resources, personnel services, public administration or closely related field. Master's degree preferred.

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier and clearance via fingerprint check.