



## Supervisor of Human Resources

*(formerly Supervisor II  
Personnel Services)*

Initial Date: November 16, 1988

Reinstated and Revised:

October 25, 2021

Range: MHELA Salary Schedule

Reports to: District Administrator

### **GENERAL DESCRIPTION**

Under the direction of the Assistant Superintendent of Human Resources is responsible for the supervision of the division's responsibilities with emphasis on organization and implementation of all department functions including recruitment of certificated and classified staff, records maintenance, and state mandates; responsible for the organization of support responsibilities for the entire area of employer/employee relations, including negotiations, employer/employee relations materials; support the Personnel Commission by acting as recording secretary and department supervisor.

### **REPRESENTATIVE DUTIES**

- Plans, organizes and directs the work of the district Human Resources Division
- Maintains records, organizes the flow of work in the Human Resources Division
- Answers questions from district employees, district leaders, other school districts and the public
- Insures that priorities are met, assists with organizing and compiling Human Resources office materials for the Board of Education and Personnel Commission meetings
- Supervises, coordinates, and monitors the work of the Human Resources Division including certificated and classified personnel, worker's compensation, payroll, health and welfare benefits, and employer/employee relations issues
- Assists in the evaluation of department staff
- Performs other miscellaneous related supervisory duties, as needed

### **EMPLOYMENT STANDARDS**

Knowledge, skills and abilities required:

- Knowledge of personnel procedures, fair hiring practices, legal basis for records retention, collective bargaining, payroll, worker's compensation laws, health and welfare benefits, employee progressive discipline procedures and related matters in the area of employer/employee relations
- Knowledge of modern office methods and equipment
- Ability to manage multiple tasks and lead teams to successful completion of projects

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High School diploma or equivalent required
- Bachelor's degree in personnel related area or four years of successful work in the area of personnel services, preferably in a school district.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

- Primarily indoor working environment; office

### PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

## **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.