



HUMAN RESOURCES SUPERVISOR

Reports to: Human Resources management

Division: Human Resources

Our ideal candidate

You are a highly motivated and self-driven employee. You have a strong background in human resources and understand public school settings including the differences between classified and certificated employment. You work efficiently, with advanced attention to detail. You are a problem-solver with a positive and professional attitude. You have the ability to work collaboratively and professionally on teams, and consult effectively and independently with all levels of employees. You understand the sensitive nature of your work and it shows in your care when providing highly professional services to others. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

General Description

Manage the recruitment and employment functions for certificated management employees. Supervise and provide work direction and guidance to appropriate department staff. Design, maintain, and troubleshoot the human resources information systems. Develop, map, and maintain workflow procedures and work with other departments and internally with staff to ensure efficiency and accuracy. Assist human resources management with investigations, job analyses, countywide supports, interactive process meetings, collective bargaining, and employer-employee relations. Maintain positive and collaborative communication with managers and staff throughout the organization. Serve as a resource to administrators, managers, employees and other districts throughout the county regarding human resources issues, policies and procedures. Collect and prepare information necessary for collective bargaining.

Specific duties and responsibilities

- Coordinate the day-to-day human resources functions of the department such as providing work direction and guidance to department staff
- Develop, map, and maintain workflow procedures and oversee the development and maintenance of department procedures and procedure manuals
- Coordinate cross-training for human resources staff to ensure efficiency and prompt service
- Manage the human resources information and application systems to ensure the integrity, utility and availability of data and functionality
- Manage the recruitment and employment of certificated management personnel including reference checks, salary placement, experience verification, salary adjustments, and contract development
- Collaborate with managers in the development and updates of certificated management job

HUMAN RESOURCES SUPERVISOR

descriptions

- Monitor certificated management employee evaluations and send reminders and information to supervisors as necessary to ensure timely processing
- Identify, coordinate, and implement improvement of recruitment processes for all employees
- Prepare updated salary schedules for all employees
- Manage the development and maintenance of employee handbooks
- Hire, train and supervise student workers and other human resources staff as assigned
- Collect data for and prepare information related to collective bargaining
- Conduct job analysis, comparability studies, and surveys on behalf of management
- Participate in the process of collective bargaining and maintain confidentiality regarding issues related to collective bargaining matters
- Participate in the management of countywide human resources supports including the human resources network, conducting countywide collective bargaining surveys, and responding to school district requests
- Assist with employee and workplace investigations and employee supports including conflict resolution and teambuilding as assigned
- Assist with interactive process meetings consistent with the Americans with Disabilities Act and other pertinent legal regulations
- Review, interpret, apply, and explain legal mandates, policies, regulations and guidelines
- Track and coordinate new legislation implementation
- Create, design and edit layouts, scripts, fields and functions in the human resources databases
- Configure and modify user clients, rights and privileges of the human resources information and application systems and identify and assist in resolving database users' problems
- Review and recommend procedures related to office automation utilizing database and other modernized systems and participate in database systems-related dialogs and discussions
- Train current and new human resources and department staff on the functions of the database and other areas of human resources as necessary
- Coordinate the implementation of cross-database audits and supervise resulting corrections or updates to procedures needed
- Oversee the maintenance of centers, position control, personnel requests, performance appraisals, form letters, applications and job announcements
- Develop, maintain, and disseminate detailed lists of employees and organizational data
- Respond to inquiries and provide technical information regarding human resources policies, procedures, and other related matters
- Research, coordinate, and implement improvements to onboarding and orientation
- Review, make edit recommendations, and send a variety of district-wide, mass correspondence

HUMAN RESOURCES SUPERVISOR

- and notifications for human resources and other departments
- Monitor the Employee Assistance Program and professional growth opportunities for employees and send related notifications
 - Monitor compliance and coordinate the Conflict of Interest Board Policy and harassment prevention training
 - Assist with Superintendent searches for outside school districts
 - Work closely with others to plan and coordinate the leadership retreat
 - Maintain a wide variety of specialized human resources records and files related to recruitment, credentials, references, coursework, requirements, salary, and other data
 - Maintain attendance records for human resources department and resolve leave discrepancies
 - Compile and prepare complex statistical and financial documents, reports, and surveys
 - Monitor and enter data to submit for state and county-level reports as assigned
 - Compose and independently prepare and distribute correspondence, memoranda, reports and other documents, including that of a confidential nature
 - Prepare and monitor designated budgets insuring expenditures are within authorized amounts
 - Perform other essential job-related duties as assigned

Requirements

Education: preferably a Bachelor's degree or any combination of human resources experience and higher education in a related field; human resources certification preferred

Experience: seven years of responsible human resources experience, or five years of responsible human resources experience and two years of senior-level office management preferably in an educational institution; higher education in a related field in lieu of experience

Knowledge and Skills

- Principles, practices, and regulations pertaining to school employee human resources management, including differences in requirements for classified, certificated, and management personnel
- Advanced principles of office organization, workflow efficiency, and office management
- Modern office practices, procedures and equipment emphasizing paperless transactions and records
- Advanced software and computer applications including Microsoft Office (advanced Excel), Google Docs, Google Drive, Google Survey, and FileMaker Pro
- Advanced database management, principles, design and maintenance including programming
- Troubleshooting techniques for identifying and resolving database issues and compatibility
- Work direction and guidance to others using strengths-based strategies
- Statistical and financial record keeping
- Advanced oral and written communication skills fostering a positive and healthy work environment



HUMAN RESOURCES SUPERVISOR

- Detail-oriented organization skills
- Advanced interpersonal skills using tact, patience and courtesy with a variety of contacts

Abilities

- Learn County Education Office organization, operations, policies, rules and objectives
- Coordinate the establishment and maintenance of automated record-keeping systems and databases for the human resources division
- Research, interpret and apply relevant laws, regulations, and policies using sound judgment
- Analyze problems and develop solutions to plan and organize work
- Develop effective and collaborative office procedures and workflow patterns
- Develop effective and collaborative procedures for the flow of information
- Gather information and compose varied correspondence, reports and other documents
- Perform statistical calculations with speed and accuracy
- Analyze and interpret credential requirements and university transcripts
- Communicate with a high level of clarity, effectiveness, and respect both verbally and in writing
- Create and maintain multiple databases, troubleshooting application problems as necessary
- Train and assist others in the use and functions of multiple databases and application systems
- Establish and maintain advanced professional working relationships with others

Licenses and certificates

Requires a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Requires travel and participation at events in a variety of school districts and the community.

Salary range 90

Approved by the Personnel Commission:

June 28, 2018