SUPERVISOR III, HUMAN RESOURCES – EMPLOYEE SERVICES

Purpose Statement:
The Supervisor III, Human Resources – Employee Services is responsible for supervising general functions of the human resources department including new hire onboarding, set-up, and configuration of new employees in required systems; oversees functions related to employee benefits, payroll, and retirement reporting; and other transactions related to the personnel of the San Diego County Office of Education.

Diversity Statement:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:
This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:
- Provides supervision and leadership of assigned staff members and ensures that the technical work related to the personnel of the San Diego County Office of Education is completed in accordance to established guidelines, procedures, and regulatory requirements.

- Oversees a variety of human resources transactions to ensure compliance and completion including employee data processing, data reporting, benefits, leaves, personnel/payroll transactions and other functional areas of human resources; conducts audits and ensures the accuracy of database information and workflow; maintains accurate personnel records and files.

- Researches and resolves complex payroll and retirement-related issues for San Diego County Office of Education employees; including resolving compensation discrepancies to ensure proper calculation of all compensation; develops internal processes to ensure compliance with payroll and retirement reporting rules and regulations.

- Serves as the main point of contact for human resources database systems of the San Diego County Office of Education.

- Oversees, reviews, and audits employee insurance benefit programs, employee leaves, workers' compensation, and unemployment claims processing.

- Oversees the accurate and timely completion of specialized personnel-related reports. as assigned.

- Organizes work assignments and schedules of department staff determining priorities and assuring services are provided in a timely and efficient manner.

- Supervises department operations and the maintenance of services and the implementation of new programs and/or processes ensuring coordinating the delivery within established timeframes and in compliance with related requirements.

- Collaborates with the business/payroll department to ensure accurate implementation and audit of the human resources database changes for personnel actions including payroll processing, salary schedules, calendars, and other required personnel actions.

- Reviews the work of a team to ensure compliance with applicable policies, laws, rules, and regulations relating to employee processing and all related systems.

- Initiates, develops, and supervises the implementation of internal and external procedures for improving manual and automated processing of human resources systems.

- Serves as a technical resource to staff related to human resources data transactions, positions, and processes.

- Oversees the auditing of data entry in human resources databases on a regular basis to review and maintain data accuracy and compliance. Ensures the correction of errors within the human resources database systems to maintain accurate information for personnel of the San Diego County Office of Education.

- Prepares HR metrics to be presented at monthly, quarterly, and annual senior leadership meetings.

- Ensures compliance with organizational and department-specific safety, confidentiality, values, policies, and standards.

- Prepares for and executes a variety of presentations at various meetings, workshops, and conferences as needed.

- Uses functional and technical knowledge to provide end-users with general guidance and informal trainings as needed.

- Creates, develops, and presents internal training tools and process manuals for staff to maximize effective use of the assigned systems.

- Communicates with all levels of staff through bulletins, reports, newsletters and other means to inform them of policy revisions or other Human Resource related matters.

- Supervises, trains and evaluates the performance of assigned staff ensuring necessary department/program outcomes are achieved in a timely and efficient manner.

- Collaborates, cross-trains, and interconnects the work between other supervisors within the Human Resources division to ensure shared accountability and success.

Other Functions
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:
Human centered and socially conscious leadership;
Principles, practices, and trends of information system administration;
Personnel management principles;
Qualitative data gathering techniques;
Information systems integration and analysis;

Human resources training practices and principles;

Generally accepted professional practices in the implementation of employee selection procedures, concepts of grammar and punctuation;

Office application software.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness; Practice cultural competency while working collaboratively with diverse groups and individuals;

Apply district, state and federal policies and regulations as they relate to human resources;

Gather, collate, and/or classify data;

Query and formulate data to prepare reports as needed;

Analyze and audit data utilizing defined-processes;

Operate equipment using standardized methods;

Use Microsoft Excel at an expert level;

Work with a wide diversity of individuals;

Work with a variety of data;

Utilize job-related equipment;

Establish and maintain effective working relationships;

Maintain confidentiality;

Set priorities;

Meet deadlines and schedules;

Work with detailed information;

Adapt to changing priorities;

Accuracy and attention to detail;

Communicate with diverse groups;

Work as part of a team.

Working Environment:

ENVIRONMENT:
Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Bachelor's degree with major coursework in information systems, computer science, data mining, or related field.

Experience: Five (5) years of direct human resources experience managing and analyzing HRIS data and personnel transactions for a public or government agency, including two (2) years of supervisory experience with technical staff. Experience with Oracle/PeopleSoft systems is preferred.

Equivalency: Any combination of education and experience equivalent to a bachelor's degree with major coursework in information systems, computer science, data mining, or related field and five (5) years of direct human resources experience managing and analyzing HRIS data and personnel transactions for a public or government agency, including two (2) years of supervisory experience with technical staff. Experience with Oracle/PeopleSoft systems is preferred.

Required Testing	Certificates, Licenses, Credentials
N/A	Valid California Driver's License

Continuing Educ./Training	Clearances
N/A	Criminal Justice Fingerprint/Background Clearance
	Physical Exam including drug screen
	Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management Grade 040

Approved by the Personnel Commission: Oct. 18, 2023