

**27J SCHOOLS
POSITION JOB DESCRIPTION**

Job Title: Human Resources Manager
Date Prepared or Last Modified: December 18, 2020
Work Year: 12 months
Department: Human Resources
Reports To: CHRO, Human Resources
Grade:

SUMMARY Hire, train, coordinate, direct, and evaluate the activities and/or staff of the Human Resources Department hiring technicians and sub coordinator. Share responsibility with CHRO for employee relations. Works closely with the CHRO in developing, implementing and evaluating ongoing HR policies, programs, functions and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 40% Provide employee relations consultation to employees, supervisors, and administrators assuring compliance with District policy and negotiated agreements.

- D 40% Supervise and coordinate daily hiring and substitute processes.

- D 5% Select, train, discipline, and evaluate department personnel. Regularly confer with staff to assist them in decision making.

- D 5% Document, review, improve, and communicate HR processes to administration and staff. Identify training needs, identify and coordinate training opportunities.

- D 5% CDE Report

- D 10% Coordinate and maintain position control system for all district positions and partner with accounting/payroll to ensure proper account coding.

- D 5% Coordinate the management of workers' compensation including the submission of reports to the Third Party Administrator. Coordinate the care of the claimants with physicians, pharmacists, and district supervisors as well as tracking the time and determining wages of those who have reached maximum medical improvement. Coordinate the process of reasonable accommodations under Americans with Disabilities Act (ADA). Maintain awareness on workers' compensation law and other related laws.

- M 2% Review substitute and supplemental reporting and time sheets to monitor usage

- M 3% Review leave usage and over time usage to identify potential problem areas.

- Ongoing 1% Perform other duties as assigned.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING Bachelor's degree in Human Resources, Business Administration or related field.

EXPERIENCE: Five (5) year of progressively responsible Human Resources experience.

SKILLS, KNOWLEDGE, & EQUIPMENT Oral and written communication, interpersonal, supervisory, analytical, microcomputer, and spreadsheet software skills. Knowledge of personnel law; human resources principles and practices; wage and salary administration; and federal, state, and local laws, regulations, and ordinances related to human resources.

Operating knowledge of and experience with microcomputers, 10-key calculator, spreadsheet software, and HR data base systems.

CERTIFICATES, LICENSES, & REGISTRATIONS None required.

SUPERVISION/TECHNICAL RESPONSIBILITY Directly supervises five employees in the Human Resources Department. Positions supervised include HR Specialists, Sub Caller, HR Technician, and Office Para. Spends up to 50% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems. Acts as a resource for others throughout the district by interpreting policies and procedures, providing technical assistance on HR Related issues and negotiated agreements; and counseling employees and supervisors on performance issues.

JUDGMENT AND DECISION MAKING Work is self-directed and driven by district and legal requirements and deadlines; however, special projects may be assigned by the HR Executive Director. This position requires analytical skills, independent judgment, professional knowledge, and supervisory skills to accurately develop, retain, reward and discipline district employees, supervise the activities of the staff and department; and ensure compliance with professional standards, laws, statutes, and regulations. Work is guided by professional standards and department, Board, district, state, and federal guidelines and statutes related to personnel. Decision making requires collaboration with HR Executive Director, Supervisors, Principals and Superintendent as needed. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES Requires cross training in employment law, unemployment, worker's compensation, EEOC, FMLA/ADA, FLSA, the District's negotiated agreements, and District personnel policies and procedures.

SAFETY TO SELF AND OTHERS High exposure to self to repetitive motion injuries due to keyboarding and ten-keying. Low exposure to self to bruises and cuts due to typical office accidents.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, compute, evaluate, negotiate, instruct, and use interpersonal skills, and compile. Occasionally required to copy and compile.