

## **Human Resources Manager - Classified**

### **DEFINITION:**

Under the supervision of the Associate Superintendent and designee, the Classified Human Resources Manager administers, supervises, and maintains the efficient operation of the District's personnel program, providing technical assistance concerning human resource programs, functions, policies and procedures. The incumbent is responsible for coordinating programs and performing assigned duties related to classified recruitment, employment, leaves, evaluations, and records maintenance. The incumbent will provide support to school sites/departments, administrators and staff to ensure compliance with District, State and Federal regulations related to personnel concerns and matters; assist with administration of labor agreements and laws, board policies and administrative regulations; provide supervision and evaluation to assigned personnel and ensure ongoing development and implementation of consistent and equitable personnel procedures that promote the service orientation goal of the department.

### **DISTINGUISHING CHARACTERISTICS:**

The incumbent is to serve as a manager in the Human Resources Department, supervising and assisting in coordinating the operations and communications of the department. The incumbent in this position is required to be a flexible individual with strong organizational and detailed skills that is capable of assuming responsibility, learning and applying terms of employment contracts, education and labor code, worker's compensation, health benefit regulations and other laws related to personnel. This position is expected to work independently and must possess a broad understanding and knowledge of the policies and procedures of the office and serve as a resource person for district staff and the community.

### **QUALIFICATIONS:**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities is desirable. Typical ways to obtain the knowledge and abilities could be as follows:

- Training and education from a four-year college or approved institution with a degree in Human Resources or related field;
- Three years previous work experience in a Human Resource department, preferably in public schools;
- Two or more years of increasingly responsible management work in an organization designed to deliver a variety of services;
- Experience in working collective bargaining agreements
- A combination of education and related experience equivalent to the above.

### **LICENSES AND CERTIFICATIONS:**

- California Driver's License

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organizes and manages Human Resources operations and activities; directs personnel to assure proper and timely completion of classified personnel activities; assists in assuring classified personnel activities comply with established personnel standards, policies, and procedures; coordinates assigned office functions and staff in the absence of the Associate Superintendent or Designee.
- Provides technical assistance to District administrators and managers concerning human resources programs, functions, policies, and procedures; provides assistance to departments in areas of recruitment, employment, and orientation.
- Coordinates programs, events, and performs assigned duties related to classified recruitment, employment, leaves, evaluations, and records maintenance.
- Supervises, leads, trains, and evaluates the performance of assigned staff; assigns employee duties and reviews work for accuracy, completeness and compliance with established department policies and procedures.
- Assists with the administration and monitoring of leaves, workers compensation claims, and disability claims.
- Responds to complaints and inquiries, investigates, resolves issues and conflicts, and provides detailed information concerning employee discipline, attendance, status, transfers, and related policies and procedures; assists in problem solving; applies policies, regulations and collective bargaining contracts;

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provides assistance with Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH) complaints and in labor negotiations as needed.

- Collects, analyzes, and reports data; performs research regarding the California Education Code and applicable provisions related to personnel matters; assists with worker's compensation matters; coordinates the collection and preparation of data and reports required by Federal and State agencies.
- Coordinates the preparation and maintenance of classified personnel records, reports and files; directs and participates in the input of personnel data into QSS; performs queries, manipulates data, and generates a variety of computerized reports related to personnel, attendance and position control.
- Assures proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality.
- Organizes and directs the preparation and distribution of departmental correspondence; composes correspondence concerning human resources programs, functions, policies, and procedures to resolve personnel issues and concerns as necessary; prepares classified transfer and lay-off notices.
- Prepares various reports as required by local, state and/or federal agencies; assures compliance with reporting requirements.
- Assists in preparing department budgets and planning for the department expenditures.
- Communicates with administrators, managers, and personnel outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Evaluates reports, decisions, and results of department initiatives in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Attends and participates in a variety of meetings as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, FCUSD Board Policies and Administrative Regulations
- Organize reports for departments and school sites of the performance evaluation process for all employees, maintaining timelines and follow-up procedures for evaluations.
- Prepare and analyze research data and comparative contract language for use in bargaining to provide for successful negotiations.
- Attend workshops and conferences related to the administration and maintenance of the Human Resource department.
- Keeps abreast with current human resources laws to provide technical assistance and training to ensure correct application of appropriate regulations, laws, and guidelines, and appropriate use and understanding of district forms and reports.
- Provides excellent customer service by establishing positive relationships with all district departments, applicants, district employees, and representatives from outside organizations.
- Performs related duties as assigned.

### **KNOWLEDGE:**

- Applicable Federal, State, and local laws and regulations pertaining to human resources management, employer-employee relations, and Education Code
- Methods and practices of statistical analysis and data reporting
- Principles of K-12 human resource operations including recruitment, salary administration, licensing, and certification
- School district organization and procedures including board policies, applicable State Education code, and rules and regulations related to assigned tasks
- Paperless electronic filing and data collection systems
- Computer based software programs that support this level of work including but not limited to spreadsheets, data base, and word processing
- Bargaining unit contracts and salary schedules
- Interpersonal skills using tact, patience, and courtesy
- Research methods, report writing, and recordkeeping techniques
- Modern office practices, procedures, and equipment use

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- Principles and practices of supervision and training
- Business English, including spelling, grammar, and punctuation

### **ABILITIES AND SKILLS:**

- Analyze and compile human resources data and prepare related reports
- Perform technical work requiring the exercise of judgment in applying policies and regulations pertinent to the position
- Perform a variety of technical duties involving position control and related budget analyses
- Prepare and process financial, statistical and accounting reports, documents, records and materials
- Communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet schedules and timelines
- Work independently and make sound decisions with minimum supervision
- Maintain accurate human resources records and files
- Establish and maintain effective working relationships with school district officials, employees, employee organizations, and the public
- Learn, interpret, apply, and explain rules, regulations, laws, policies, and procedures
- Use sound judgment and remain objective in matters requiring the utmost discretion and sensitivity
- Establish and maintain cooperative and effective working relationships
- Assist in the development and implementation of effective techniques for improving personnel processes
- Organize and direct human resources operations and activities
- Provide technical assistance to supervisors and administrators concerning human resources programs functions, policies, and procedures
- Learn and maintain proficiency on computers and related equipment and software

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.