OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: HUMAN RESOURCES MANAGER

SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Superintendent		
APPROVED BY:	Board of Trustees	DATE:	6/21/2023

BASIC FUNCTION: Under administrative direction of the Superintendent, plans, organizes, and administers a comprehensive personnel management program for certificated and classified personnel functions, including employment, employee and labor relations, discipline and personnel records; supervises and evaluates the performance of assigned staff and provides assistance regarding all aspects of personnel law and practice.

REPRESENTATIVE DUTIES:

- Provides personnel consultative services, confers regularly with administrators and supervisors Districtwide on personnel issues such as staffing, employee performance, grievance handling, leave requests and discipline.
- Acts as an advisor to administrators, managers and supervisors on issues related to employee discipline and employment for the purpose of ensuring consistent application of policy.
- Administers a wide variety of personnel policies and programs (e.g. orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Assists in the process to negotiate collective bargaining agreements and assists management personnel with the management, interpretation, and implementation of the negotiated contracts.
- Directs annual production, distribution and payment set-up of wage documents (e.g. contracts, wage notices, letters of assurance) for the purpose of ensuring employees are paid per the wage document and as directed by the Governing Board.
- Directs compensation and benefit programs for the District (e.g. classification of jobs, payment of wage, health insurance, open enrollment, worker's compensation) for the purpose of ensuring District is in compliance with applicable state and federal regulations.
- Supervises and evaluates assigned staff within the Personnel Support Services department.
- Prepare the Personnel Department section and accompanying material for the Board packet for Governing Board meetings.
- Maintain file of job descriptions for all classifications of personnel.
- Assist managers in contract management, employee evaluation, employee discipline, grievances and complaints.
- Perform confidential duties involving employer-employee relations and other matters.
- Conducts employee investigations and complaints and the preparation of written reports and findings.

- Establishes and maintains effective working relationships with teachers, administrators, bargaining unit leadership, other staff, coworkers, and general public.
- Directs employee background and fingerprint process for the purpose of ensuring District is in compliance with applicable state regulation
- Assist Administrator/Supervisors in reviewing job descriptions and makes recommendations; update job descriptions and perform comparable worth salary surveys.
- Coordinate and monitor employment requirements, records, and notifications such as credentials, licenses, and certifications.
- Directs workers compensation program for the purpose of ensuring all work related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible.
- Manages employee health/accommodation requests for the purpose of of ensuring a healthy work force is available to the District.
- Works with Administrative and Personnel staff to resolve issues related to employment requirements, credentials, waivers, and assignments.
- Manage day-to-day operations of Human Resources area (e.g. administers methods, systems and procedures) for the purpose of maximizing efficiency.
- Directs recruitment functions (e.g. development of application, training, supervisor orientations) for the purpose of ensuring that selection procedures comply with applicable federal and state regulation.
- Responsible for facilitating assignments, transfers, reductions in hours, and layoffs of all employees.
- Attends a variety of meetings to maintain current knowledge of legislation, legal codes and requirements; conducts and facilitates meetings and in-service training sessions.
- Keeps current in the field of labor relations and human resource management through training, periodicals, and participation in professional organizations.
- Monitors all employee appraisal processes and teachers on plan for improvement for the purpose of ensuring highly qualified staff are retained by the district in compliance with regulation and policy
- Oversees a wide variety of personnel processes (e.g. recruitment, selection, hiring, etc.) for the purpose of filling openings with qualified personnel and ensuring compliance with district, state and/or federal requirements.
- Researches a wide variety of information (e.g. current personnel practices, policies, codes, laws, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Supervises personnel record keeping procedures for the purpose of personnel processes are in compliance with District, state and federal requirements.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Production of employee handbooks, mailings for the purpose of ensuring accurate, timely communication on personnel related topics occurs on an on-going basis
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices and procedures utilized in an administrative office.
- Technical methods and practices involved in the recruitment and selection of classified and certificated personnel.
- Negotiation procedures and contract agreements.
- Applicable California Education Code sections and other applicable statutes.
- Basic research methods and report writing techniques.
- Methods, practices and terminology used in assigned personnel activities
- Oral and written communication skills.
- Modem office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience, courtesy, and confidentiality.
- Operation of a computer terminal and district software programs.
- Recordkeeping techniques.

ABILITY TO:

- Work independently with little direction to perform responsible and complex personnel assistance duties in a timely manner.
- Exercise judgment and work with confidentiality.
- Operate data processing systems.
- Basic understanding of computers and software applications.
- Read, interpret, apply, and explain rules, regulations, policies and procedures with good judgment in a variety of procedural matters.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetical calculations with speed and accuracy.
- Compose correspondence independently.
- Compile and organize information for reports and memoranda.
- Meet schedules and timelines.
- Operate a variety of office equipment including computer terminal, electric typewriter, calculator, fax machine, copier, dictation and recording equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Work on variety of tasks simultaneously with frequent interruption.
- Maintain highest degree of confidentiality regarding sensitive information.
- Utilize computer for a wide variety of applications.
- Perform all tasks without close supervision.
- Maintain accurate and complete records and reports

EDUCATION AND EXPERIENCE: High school diploma; five (5) years of job related experience and/or training within specialized field with increasing levels of responsibility; or equivalent combination of education and experience. Experience in an administrative office or school setting is highly desirable. Bachelor's or Master's degree preferred.

LICENSES:
Valid California driver's license.
Typing Certificate: 45 WPM Net

PHYSICAL DEMANDS: The physical demands described 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.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.