

Brief Description of Position

Works under the supervision of the Assistant Superintendent of Human Resources. Assists with planning and coordination of services within Human Resources Participates in recruitment, selection, and evaluation processes, maintaining legal compliance and supports Board and District goals by advancing initiatives to hire, retain, and support a workforce that is representative of the communities served by the District.

Essential Duties and Responsibilities

A. Selection of Personnel

- Supports Board and District goals by advancing initiatives to hire, retain, and support a workforce that is representative of the communities served by the District.
- Ensures recruitment and internal posting systems are clear, timely, professional, and user-friendly
- Provides clear efficient communication of vacant positions and related hiring timelines.
- Screens applicants per state and federal requirements and policies.
- Directs employment background checks, including but not limited to: AB 2534 disclosures, fingerprint processing, and criminal background review.
- Coordinates the classified employment qualification testing program.
- Develops and refines Board policies related to Human Resources as directed by the Assistant Superintendent Human Resources.
- Projects yearly staffing needs as directed by the Assistant Superintendent Human Resources
- Plans recruitment fairs and recruiting trips as directed by the Assistant Superintendent Human Resources

B. Processing and Record Keeping

- Develops, implements, maintains and secures a centralized employee database to ensure accuracy, consistency, and compliance in staffing, seniority, and personnel records.
- Ensures compliance with CALPADS reporting deadlines.
- Processes complaints as directed by the Assistant Superintendent Human Resources.
- Maintains and updates District seniority lists
- Monitors daily Department of Justice reporting

C. Staff Development and Evaluation

- Assists in developing annual new employee orientation.
- Ensures compliance with annual state mandated training requirements.
- Develops and implements employee training programs.
- Works with District managers to facilitate employee evaluation processes.
- Provides guidance and assistance regarding employee evaluations, employee issues, and technical support for relevant processes.

E. Other Responsibilities

- Implements Board and District policies as directed by the Superintendent and Assistant Superintendent Human Resources
- Facilitates Worker's compensation program for the District
- Processes and approves employee leave requests.
- Advises employees on employment rights, privileges, and employment standards.
- Coordinates personnel grievance investigations as directed by the Assistant Superintendent Human Resources

- Compiles staffing, wage, and salary data for budget/negotiation purposes as directed by the Assistant Superintendent Human Resources.
- Files needed reports with agencies.
- Performs other assigned duties.

Physical Characteristics

Ability to bend, stoop, reach, lift, stand for prolonged periods, read fine print, use office equipment, speak clearly, and communicate effectively in-person/phone.

Requirements

WORK YEAR

Certificated/Classified Management Calendar.

EDUCATION & EXPERIENCE

Certificated Management		Classified Management	
Bachelors Degree	Required	Bachelors Degree	Required
California Administrative Credential - currently valid	Required	Masters Degree	Preferred
Masters Degree	Preferred	Five Years of increasingly responsible experience in Human Resources	Preferred
Five Years of Experience as a Certificated Manager	Required	Bilingual in Spanish	Preferred
Bilingual in Spanish	Preferred	SHRM Certification	Preferred
ACSA Personnel Academy	Recommended		

SALARY

Certificated Management Salary Schedule - Range D

Classified Management Salary Schedule - Range D

BENEFITS

Medical (employee contribution), 100% dental, vision, life insurance.