CLASSIFIED CONFIDENTIAL			
Work Location	Roseland School District Office	**Responsible To**	Superintendent
Work Year	12 months	**Hours**	Full-time (8 hours per day)
Salary	Appropriate step on the Human Resources Manager Salary Schedule	**Benefits**	Eligible for District Benefits

DEFINITION:
Under the general supervision of the Superintendent and as a member of the District Management Team, responsible for human services and personnel operations; reports to the Superintendent regarding human resources and personnel issues; coordinates personnel recordkeeping and requirements among all divisions and departments of the District; responsible for meeting personnel related deadlines; recommends the employment of classified staff; performs a variety of highly responsible, confidential and complex administrative and managerial duties for the Superintendent; and performs related duties as required.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Responsible for coordinating staff evaluation procedures and reviews performance evaluations of staff for completeness.
- Responsible for all matters relating to human resources and acts as liaison with the Sonoma County Office of Education Legal Services Department.
- Oversees and coordinates personnel activities of crossing guards and other personnel as assigned.
- Responsible for monitoring and managing ongoing personnel issues.
- Serves as initial contact for all personnel problems/concerns; interprets and applies appropriate education codes, board policy, and contract regulations regarding personnel issues to seek resolution.
- Monitors, tracks, and maintains required mandates records for all staff. (TB, annual mandated trainings, certifications, credentials and permits etc.)
- Reports to the Superintendent regarding personnel issues including employment promotion and status of district personnel.
- Meets with newly hired employees and counsels them to ensure that all new hire documents are understood and completed.
- Responsible for initial and successive salary placement of classified and certificated staff.
- Responsible for posting and calculating units for movement of certificated staff across salary schedule.
- Responsible for position control and maintaining records in Escape and related databases.
- Maintains confidential personnel files for all staff.
- Develops and prepares legal correspondence regarding personnel issues including layoff and release notifications.

- Provides required legal notifications to employees.
- Develops and updates the employee hand-book and related documents and plans (i.e., Illness and Injury Prevention plan).
- Serves as Custodian of Records and responsible for the security storage and dissemination and destruction of criminal records furnished to the district.
- Responsible for conducting back-ground checks including fingerprint clearance of employees, coaches, volunteers, consultants, and contractors as appropriate.
- Maintains district personnel records.
- Provides guidance and information to district staff in understanding personnel responsibilities, reporting procedures, and deadlines.
- Organizes and oversees legal adherence, record keeping, and public inquiries regarding job vacancy announcements and application procedures.
- Maintains and enters employee data in a variety of employee tracking databases and/or programs such as Aesop, Escape and Target Solutions.
- Responsible for administering health insurance open enrollment, receives and enters insurance enrollments/changes into carrier database, Escape, and send corresponding documents to carriers for enrollment purposes.
- Develops and update benefits information for staff and present benefit information to personnel.
- Trains and assists employees on use of the Employee Portal, Aesop, and other personnel related programs.
- Responsible for administering the district's pension programs including STRS, PERS, and 403b plan.
- Distributes Annual Notification of Reasonable Assurance.
- Reviews and updates job descriptions and salary schedules; work with bargaining union representatives as required.
- Works closely with school and district administration to resolve personnel issues.
- Prepares employment contracts for employees.
- Responsible for coordinating volunteers, coaches, and consultants to ensure appropriate clearances and trainings are completed.
- Maintains seniority lists for classified and certificated personnel.
- Creates and maintains personnel work day calendars and schedules.
- Assists the Superintendent, as directed, with certificated personnel matters and certificated negotiations.
- Accurately interprets and ensures compliance with union contracts/agreements.
- Serves as district representative to county personnel meetings.
- Maintains a wide variety of manual and electronic files, records and other materials for the purpose of providing up-to-date reference and audit trail for compliance.
- Coordinates and implements procedures for personnel recruitment under current board policies and Affirmative Action/Equal Opportunity/Access laws; responsible for advertisement of position openings, including writing job description flyers, preliminary screening, and assisting with interviewing and hiring.
- Serves as subject matter expert to staff and management regarding leaves, absence management and disability accommodation in accordance with applicable laws and policies, including department specific attendance guidelines and/or policies

- Administers and coordinates leaves of absence requests, leaves of absences, including personal leave, medical leave, bereavement leave, military leave, leave without pay, parental leave and worker's compensation related absences.
- Advises and counsels employees and supervisors on leave eligibility, interaction and job implications and guidelines.
- Ensures accommodations are up-to-date based on notices of changes in medical restrictions.
- Works collaboratively with RESIG and payroll technician regarding leave and medical restriction issues that impact return to work, pay and/or benefits.
- Effectively communicates changes in return to work dates and leave statuses to payroll and appropriate site staff in a timely manner.
- Accurately interprets, applies and maintains a current, working knowledge of Labor Laws/Codes, FMLA, ADA, CFRA and all other state or federal laws related to human resources/personnel.
- Conducts interactive meetings and documents steps taken in the interactive process.
- Assists in updating policies relating to personnel and human resources.
- Compiles personnel related data in comprehensive and required reports and audits such as EEOC, CBEDS, Calpads, EDD etc.
- Verifies employment for current and past employees when requested.
- Other related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- English usage, grammar, spelling and punctuation.
- Office methods, procedures and equipment.
- Advanced level use of Microsoft Word and Excel.
- School district organization, operation and policies.

ABILITY TO:

- Maintain composure and flexibility under pressure.
- Recognize the necessity and the importance to serve the public, staff and supervisors as necessary and as required in a professional, courteous and friendly manner.
- Establish and maintain effective working relationships with co-workers, staff and the general public.
- Interpret and apply the Education Code, Administrative Regulations, and District Policies, procedures, practices and rules.
- Understand that organization and operation of the District, outside entities and governmental agencies as necessary to assume assigned responsibilities.
- Use discretion and maintain confidentially as appropriate when communicating with others and in performing job duties.
- Work independently in the absence of supervision
- Type accurately from clear copy at a speed of 60 words per minute.
- Compose correspondence independently.

- Compile and maintain complex and extensive records, files, and reports.
- Analyze situations carefully and independently adopt effective courses of action.
- Understand and carry out oral and written documents.
- Communicate independently, effectively and professionally orally in writing.

EDUCATION AND EXPERIENCE:

- High School diploma/equivalent.
- B.A. Degree in related field desirable.
- Three to five years of increasingly responsible human resources or personnel related experience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of valid California Driver's License and evidence of appropriate automobile insurance based on DMV regulations may be required. This position may require travel by employee's own vehicle to the district's school sites, trainings and/or conferences.
- Fingerprint and TB clearance

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The District office is currently equipped with sit/stand working stations to allow alternating between sitting and standing. However, sitting for extended periods of time when performing duties outside the work office may be required.
- Periodic handling of light weight supplies.
- Occasional bending and reaching with hands and arms.
- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent and repetitive use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Board Revised/Approved: 10/17/2018