
TITLE: SUPERVISOR, HUMAN RELATIONS SYSTEMS**WORK YEAR: 221 days****REPORTS TO: Assistant Superintendent of Human Relations****SALARY 40-8****DEPARTMENT: Human Relations****CLASSIFICATION: Classified Management**

BASIC FUNCTION:

With minimum supervision by the Director of Human Relations, supervise the day-to-day operations of the Human Relations Department; participate in the development of, articulate, and document personnel policy; advise and confer with management regarding the application of personnel management practices; assist with contract administration and interpretation; assist with certificated and/or classified layoff and reemployment activities; serve as project coordinator for the development, implementation and monitoring of the Human Resources Information System; manages and maintains systems applications and databases.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

Prepare and continually update Certificated and Classified Contracts.

Serve as a resource person to the Assistant Superintendent and Director of Human Relations.

Provide in-depth technical advice and knowledge to school site administrators, classified managers, analysts and other personnel.

Research, analyze and recommend additions or changes to policies, procedures, and bargaining unit contracts.

Provide informational and technical assistance to management; recommend solutions to personnel issues related to work year, work day, and compensation.

Create and maintain work-year calendars used for certificated and classified personnel, payroll, and for seniority purposes.

Participate in personnel-related projects such as the development of salary recommendations, maintain the updates of Human Resources Information Systems salary tables including salary calendars.

Troubleshoot and correct discrepancies within compensation/salary database.

Coordinate the position control functions of the Human Relations Department with the Business Services Department.

Monitor the database for accuracy and data integrity.

Attend and participate in county trainings and workshops to stay current with position control database.

Ensure and monitor position control and oversee the recruitment and selection process for management vacancies for the purpose of ensuring that all rules, regulations, policies and procedures are followed for management personnel.

Analyze previous work experience of new management and recommend salary placement to Assistant Superintendent of Human Relations.

Prepare comprehensive and statistical reports.

Survey, create and maintain the annual school calendars, certificated, classified and management calendars, including holidays, work days, vacation days and similar items.

Prepare, revise and assist with the District's job descriptions.

Provide in-depth knowledge, support and expertise in all aspects of the Human Relations information system applications. Diagnose user problems and provide necessary support to solve the problems.

Other related duties as assigned.

QUALIFICATION REQUIREMENTS: 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.

ENTRANCE QUALIFICATIONS:

Five (5) years of recent successful and progressively responsible Human Resources or Payroll and Business experience.

Five (5) years of experience in a California school district or county office of education preferred.

Associates Degree (preferred)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Human Relations Department.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.

Principles and practices of collective bargaining and labor relations.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software, including database structures and spreadsheets.

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.

Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code.

Analyze and interpret legal information.

Interpret and apply provision of the State Education code and various regulatory agencies.

Prepare and make clear and concise technical reports.

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.

Work confidentially with discretion.

Type at 60 wpm from clear copy or at a speed required by management.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Interact with all levels of staff and the public.

Communicate orally and in writing clearly and professionally.

WORKING CONDITIONS:**ENVIRONMENT:**

The work environment characteristics described here 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.

PHYSICAL ABILITIES:

The physical demands described here 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 stand, walk, sit, and talk, or listen. The employee may sit for extended periods of time and must have dexterity of hands and fingers to operate a computer keyboard. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust vision. Use personal vehicle in the course of employment. Attend meetings and/or to travel within and out of District boundaries to attend meetings.

LICENSE:

Possess and maintain a valid California driver's license.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.