

HUMAN RESOURCES SUPERVISOR

DEFINITION

Under direction, supervises, trains, reviews, and assists in the evaluation of the performance of personnel in the Human Resources department; plans, organizes, supervises, and participates in the management of personnel records in the District; performs the more complex and specialized personnel record management and reporting functions; performs related duties and responsibilities as required.

ESSENTIAL DUTIES

- Trains, supervises and evaluates the performance of staff in the Human Resources department and assists them with unusual or unforeseen problems and situations;
- Plans, schedules, audits, supervises, and participates in the preparation and maintenance of the personnel records management system; monitors and adjusts workflow and assignments to meet established time lines;
- Coordinates communication with various District and County departments and personnel; answers questions, obtains information and resolves issues; provides information concerning human resources issues;
- Recommends improved procedures and policies;
- Develops and supervises Human Resources staff in the use of the personnel management systems for tracking and notification of classified and certificated evaluations and seniority;
- Supervises the record-keeping of classified and certificated professional growth;
- Supervises the record-keeping of classified and certificated Leaves of Absence;
- Assists in the development of improved record management systems for computerized storage, retrieval, and reporting;
- Performs the more complex and technical personnel record management functions;
- Acts as a liaison with the payroll manager to provide open and productive dialog and working relationships between the members of the two departments;
- Participates in the design and implementation of computerized management reports;
- Coordinates personnel information with the payroll manager and the Technology Services department to maintain the integrity of the personnel and fiscal systems;
- Reconciles and supervises the correction of any inaccurate information in the personnel files;
- Provides reports to various departments throughout the District utilizing personnel information stored in the business and subfinder systems;
- Operates a variety of office equipment such as a computer and related software applications;
- Attends a variety of meetings and workshops;
- Performs other duties as required.

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QUALIFICATIONS

Knowledge of:

Principles of training, providing work direction, and supervision;
Practices and procedures related to classified and certificated personnel;
Applicable sections of the Education Code and other rules and regulations related to assigned areas;
Board policies, rules and regulations relating to personnel data of District employees;
Operations, policies, and objectives relating to human resources activities:
Operation of a computer and assigned software;
Record-keeping techniques;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Telephone techniques and etiquette;
Basic research methods;
Interpersonal skills using tact, patience, and courtesy;
Practices, methods, trends, strategies, and techniques pertaining to personnel management systems;
Methods, procedures and techniques of organization and planning;
Methods, procedure, and techniques pertaining to an automated personnel record management, storage, and retrieval systems;
Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management programs.

Ability to:

Organize, supervise, train, and review the work of the Human Resources staff;
Apply, explain, and enforce rules, regulations, policies and procedures related to the assigned personnel;
Provide work direction to others;
Analyze, review, abstract, and compile comprehensive reports;
Perform a variety of technical duties related to processing and employment of District personnel and provide assistance to prospective and current classified and certificated personnel;
Prepare, maintain, and distribute a variety of records and reports;
Work collaboratively with staff to create a team environment;
Give constructive feedback to improve performance of human resources staff;
Answer telephones and greet the public courteously;
Perform clerical duties such as filing, typing, duplicating and maintaining routine records;
Operate a computer and other office equipment as assigned;
Type and input data at a net corrected speed of 40 words per minute;
Communicate effectively both orally and in writing;

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Establish and maintain cooperative and effective working relationships with others;
Work confidentially with discretion;
Perform mathematical calculations quickly and accurately;
Work independently with little direction;
Prepare and maintain records and reports.

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.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Equivalent to three years of progressively responsible experience in general or specialized human resource work preferably involved in supervising and participating in employment services activities in recruitment, selection, testing, or credentials.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or course work in the organization and supervision human resources work or credentials.

License Requirement

Possession of a valid California Driver's License.

Condition of Employment

Insurability by the District's liability insurance carrier.