

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2014
SCHEDULE: #85
RANGE: 17.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 2, 6, 8

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, assist in the planning, coordination, direction, and administration of technical, specialized and advisory services related to the overall operation of the Human Resources Department;

manage the daily operations of the department including the comprehensive units of classification and compensation, recruitment and selection, employee on boarding and separation processes, employee leaves, and other benefit programs.

EXAMPLES OF DUTIES

Plan, organize, administer, and participate in the daily operation of the Human Resources Department.

Provide technical support, assistance and training, and supervise the work of professional, technical and clerical personnel engaged in activities such as, reviewing transcripts and credentials;

employment processing;

posting personnel information, and maintaining records and files;

classification and compensation, recruitment and testing processes, staff development, special projects and other operational services;

determine workload, priorities and adjust assignments as needed to meet established time lines.

Plan, design and coordinate administrative procedures to ensure effective and efficient service delivery;

review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements and implement modifications for work simplification.

Represent the department at a variety of meetings, conferences, presentations and workshops.

Manage special and ongoing services such as, new employee orientation, employee recognition, and the employee separation process.

Oversee and participate in research analysis of occupational data such as physical, mental and training requirements of jobs and employees to be used in the development of employment tests and selection methods.

Coordinate and participate in conducting classification and compensation studies;

recommend allocation of positions to classifications and salary ranges;

write job descriptions.

Assist in the planning, coordination and implementation of short and long term goals and objectives for human resources operations and services;

work with staff to develop and prepare recommendations on both short and long term goals and objectives.

Analyze, interpret, and apply State and Federal laws, regulations and established policies to assure compliance of all human resource related matters.

Prepare and/or review reports, recommendations and proposals as requested.

Plan and conduct administrative studies relative to present and future human resource needs of the County Office and conduct other studies as directed;

prepare and present written and oral reports and recommendations.

Provide technical human resource expertise to all levels of County Office staff and the public regarding human resource matters;

interpret and explain rules, regulations, policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluation;

justify decisions, negotiate or resolve significant and/or controversial issues related to human resource management, including, discipline, organizational matters and personnel programs.

Conduct or oversee workshops, in-services or training sessions regarding Human Resource matters.

Oversee and participate in the preparation of procedures and training manuals.

Communicate with all levels of staff through bulletins, reports, emails and other means to inform of legal developments, deadlines, revisions to policies or other human resource related matters.

Maintain current knowledge of technological advances, applicable legislation and reporting requirements.

Keep current of changes and trends in human resource management; attend conferences and workshops and make presentations at same.

Oversee and participate in the research, analysis and evaluation of new test processes, selection methods or test types to meet changing staffing needs.

Represent the Human Resources Director in his/her absence.

Serve on committees and make oral presentations as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, problems and techniques of organization, administration, and public personnel administration;

principles and techniques of employee selection, supervision, training, performance evaluation, recruitment, examination, position classification, and salary administration;

applicable California and federal statutes, codes, laws, and regulations pertaining to human resources administration including merit system practices and laws, and public employment labor relations;

computers and other office technology;

job analysis and evaluation methodologies;

test strategies and statistical applications used in test and item analysis and validation;

personnel assessment techniques including test design, construction, and administration;

State and Federal rules, regulations, and guidelines governing collective bargaining, employment discrimination, employee leaves, and compensation;

report preparation and presentation methods and techniques.

Ability to:

Effectively interpret and apply appropriate laws, codes, rules, and regulations;

formulate and execute decisions involving complex issues;

recognize the need for policy changes and develop appropriate policy recommendations;

organize, prepare, and summarize data for presentations and reports;

plan, review, train, and supervise assigned staff;

design and implement recruitment, examination, and selection strategies and procedures;

make decisions in accordance with laws, regulations, and established administrative procedures;

read, analyze, and interpret statutes, policies, regulations, negotiated agreements and legal opinions and advise management of their interpretation and impact on operations;

analyze and make innovative recommendations/options to meet client needs;

make effective oral and visual presentations and prepare comprehensive information bulletins, memos, and newsletters for clients;

learn and utilize highly specialized software applications;

communicate effectively, both orally and in writing;

establish and maintain effective working relationships with others.

Experience and Education:

Any combination of experience and education that would provide the required knowledge and abilities and be equivalent to a bachelor's degree in business, public administration, human resource administration or a closely related field.

Five (5) or more years of significant, directly related and progressively responsible experience in the public sector.

Two (2) years of experience in a management position requiring supervision of staff preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

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