



For the future of every student

## **CLASS TITLE: HUMAN RESOURCES SUPERVISOR**

### **BASIC FUNCTION:**

The Human Resources Supervisor leads in the delivery of human resource services with specific responsibility for providing information to other human resources staff and district employees regarding policies and regulations; addressing a variety of issues and/or providing guidance and specialized support; coordinating recruitment including oversight of staffing and position control; overseeing the maintenance of records, files and databases of personnel actions; and assisting the Director of Human Resources in ensuring that personnel functions conform to all applicable regulatory requirements. Supervises and evaluates the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment and selection, classification and compensation, personnel records, leaves, and any other information related to human resources operations. Assists in assuring compliance with established requirements, laws, codes, regulations, policies and procedures.

Provides consultation to personnel, administrators, applicants and others regarding classified human resources operations and activities; responds to inquiries and provides technical information and guidance concerning related standards, timelines, vacancies, requirements, laws, rules, regulations, processes, policies and procedures; researches and resolves related issues, problems and conflicts. Maintains confidentiality of sensitive and privileged information.

Provides technical information, assistance and recommendations to the Director regarding personnel functions and related activities; assists in the development of policies, procedures and programs. Researches information regarding relevant policies and current practices for the purpose of ensuring compliance with state and federal law, and securing general information for planning and/or responding to requests from a variety of internal and external sources. May present information on a variety of topics.

Works closely with the Director in the development and maintenance of the classification and compensation systems for the classified service; performs studies, conducts surveys, researches and analyzes data, and prepares related recommendations.

Coordinates the recruitment and selection process, as well as a variety of employee transactions; provides related support and guidance to Human Resources support staff as needed. Supervises the processing of position vacancy requests; supervises the preparation and distribution of job postings and other recruitment information; determines appropriate advertising methods and recruitment resources; oversees the selection and placement of job applicants. Supervises the processing of new classified personnel.

Ensures district staffing requirements are fulfilled within established guidelines, policies, contract provisions, rules and regulations. Monitors and audits personnel actions prepared by staff for the purpose of ensuring consistency with position control and reporting, confirming appropriate approval levels have been secured; and ensuring data accuracy. Coordinates with designated department heads,

administration and employees to correct or adjust any related discrepancies.

Supports the Human Resources department staff for the purpose of assisting in the performance of their work activities. Supervises and evaluates the performance of assigned staff. Participates in the selection of department staff. Assigns employee duties and reviews work for accuracy, completeness and compliance with established policies and procedures.

Coordinates the professional growth program for classified employees, working with the professional growth committee for represented employees and for management employees. Assists with organizing, planning and implementing classified professional development opportunities; arranges for and may conduct trainings and workshops.

May participate in labor negotiations for classified personnel; provides assistance in collective bargaining, labor relations, and grievance, disciplinary and related matters.

Develops and prepares a wide variety of reports and written materials (i.e. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to others.

Interprets a variety of written materials for the purpose of ensuring compliance with regulatory requirements.

Supervises a variety of processes (i.e. employment, recruitment and selection, classification and compensation, records maintenance, leaves, etc.) for the purpose of ensuring efficient processing of applicants and employees in accordance with employment requirements and adhering to legal and/or administrative requirements.

Participates in meetings that involve a range of issues for the purpose of developing recommendations and/or supporting other staff. Serves on various committees as directed.

Operates a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Maintains current knowledge of laws, codes, regulations and pending legislature related to personnel activities; assists in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Management of human resources operations and activities involved in the recruitment, screening, testing, selection, processing and employment of personnel.

Practices and procedures related to personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, testing, processing and evaluation of personnel.

Operations, policies and objectives relating to human resources activities.

Techniques and tools used in the development and administration of employee examinations, position classifications and job analysis.

General principles and techniques of labor relations and collective bargaining.

Oral and written communication skills.

Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan and organize human resources operations and activities involved in the recruitment, screening, testing, selection, processing and employment of personnel.  
Coordinate communications, record-keeping functions, personnel and information to meet personnel needs.  
Supervise and evaluate the performance of assigned personnel.  
Coordinate the distribution, collection, preparation, processing, review and evaluation of a variety of forms, applications and documents in support of personnel functions.  
Provide consultation and technical assistance concerning personnel recruitment, examination, selection and classification.  
Monitor, analyze and adjust testing and recruitment activities in response to District needs.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Maintain confidentiality of sensitive and privileged information.  
Analyze situations accurately and adopt an effective course of action.  
Participate in collective bargaining activities for assigned bargaining units.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate standard office equipment including a computer and assigned software.  
Work independently with limited supervision.  
Meet schedules and timelines.  
Plan and organize work.  
Compile information, and prepare and maintain various records, reports and files.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, supplemented by college level coursework in human resources management, business administration, labor and industrial relations, public administration or related field, and four years increasingly responsible human resources experience including experience in recruitment, selection, classification and compensation. A Bachelor's degree in a related field is highly desirable. Experience working in an education and/or civil service environment is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.