



For the future of every student

CLASS TITLE: HUMAN RESOURCES MANAGER-CERTIFICATED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Human Resources, plan, organize and direct the day-to-day operations of the certificated human resources office including the recruitment, screening, selection, processing, credentialing and employment of certificated personnel; coordinate and provide technical assistance for personnel transactions, communications, collective bargaining functions, employee evaluations and information to meet District needs related to certificated personnel; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct the day-to-day operations of the certificated human resources office including the recruitment, screening, selection, processing, credentialing and employment of certificated personnel; assist in establishing and maintaining related time lines and priorities; assist in assuring certificated personnel functions comply with established standards, contracts, requirements, laws, codes, regulations, policies and procedures.

Coordinate and provide technical assistance for personnel transactions, communications, collective bargaining functions, employee evaluations, Department staff and information to meet District needs related to certificated personnel; assist in planning, developing and implementing certificated personnel programs, policies, practices, projects, services, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; review, evaluate and authorize employee leave requests.

Maintain the position control system for certificated personnel; monitor, analyze and determine certificated staffing needs; initiate recruitment activities for certificated job vacancies; oversee the preparation of vacancy notices and job announcements and placement of advertisements in various media for job vacancies; direct the analysis and selection or rejecting of certificated job applicants.

Coordinate and direct the distribution, collection and processing of employment applications; direct and participate in the screening of employee applications to assure candidates meet minimum qualification guidelines and employment standards; coordinate interviews and the selection of interview candidates to determine eligibility of applicants; arrange and set up interview panels.

Provide consultation and technical expertise to staff, faculty, administrators, applicants, outside agencies and others concerning certificated personnel functions; respond to inquiries and provide detailed and technical information concerning related processes, transactions, standards, practices, techniques, requirements, initiatives, issues, laws, codes, regulations, policies and procedures.

Coordinate certificated human resources communications, information and activities between District personnel, faculty, administrators, departments, outside agencies, applicants and the public; research, investigate and assure proper and timely resolution of certificated human resources issues, concerns and

conflicts; evaluate and recommend solutions for complex problems and concerns.

Provide technical guidance and assistance for collective bargaining and related negotiations and activities for certificated bargaining units; explain legal and contractual procedures and bargaining unit agreements; investigate and resolve contract issues; maintain confidentiality of sensitive and privileged information; assist with certificated contract administration and interpretation.

Make offers of employment as appropriate; plan, organize and direct the processing of new certificated personnel; assure proper preparation, verification and processing of required employment paperwork; coordinate and conduct certificated employee orientations.

Direct the processing and assure accuracy of various certificated personnel transactions such as appointments, separations, salary adjustments and leaves of absence in accordance with established time lines and procedures; supervise certificated personnel transfers, maintain transfer lists and information, and assist in selecting appropriate transfers; notify applicants of results.

Coordinate the evaluation process for certificated personnel; assure compliance with related contracts and time lines; research and respond to unemployment claims; verify District seniority lists; direct and conduct certificated layoff and reemployment activities; provide technical and administrative support for employee grievances, discipline and related matters.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to certificated personnel, contracts, credentials, budgeted school allotments, staffing needs, leave of absences, transfer requests, attrition, salary placement and assigned activities; assist in preparing mandated County, State and federal personnel reports.

Coordinate activities involved in the review, evaluation and processing of documents related to the credentialing of certificated personnel; coordinate the review of certificated assignments, applications and renewals to assure compliance with credential requirements; assure employee credentials are aligned with classification requirements.

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

Provide technical information and assistance to the Assistant Superintendent-Human Resources and other administrators regarding certificated personnel and assigned functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Conduct various certificated personnel projects; compile, perform and calculate salary surveys; prepare analytical reports and recommendations regarding salary placement; review, evaluate, prepare and develop job descriptions; respond to and provide data and assistance for various surveys.

Develop and implement methods for the recruitment and selection of personnel for certificated vacancies in compliance with applicable laws, codes and District policies; develop forms and documents for record-keeping.

Research, analyze and recommend additions or changes to policies, procedures and bargaining unit contracts; analyze and apply provisions of the bargaining unit agreement; oversee and participate in the implementation of policies, procedures and contracts.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Provide input concerning the development and preparation of the annual preliminary budget for certificated human resources functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Review and approve work year calendars used for certificated personnel and payroll; administer FMLA and other leaves for certificated employees.

Attend, conduct and participate in a variety of meetings as assigned; provide formal and informal in-service personnel trainings; serve as a member of management's negotiations team and attend related meetings and conferences; organize recruitment fairs.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of certificated human resources office operations including the recruitment, screening, selection, processing, credentialing and employment of certificated personnel.

Methods, practices, procedures and terminology used in collective bargaining activities, employee evaluations and credential functions.

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Principles, techniques and procedures involved in the recruitment and selection of certificated staff.

Operations, policies and objectives relating to certificated human resources activities.

Principles, techniques and guidelines of labor relations and collective bargaining.

Bargaining unit contracts, contract negotiation, employee benefit packages and salary schedules.

Basic budget preparation and control.

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, organize and direct the day-to-day operations of the certificated human resources office including the recruitment, screening, selection, processing, credentialing and employment of certificated personnel.

Coordinate and provide technical assistance for personnel transactions, communications, collective bargaining functions, employee evaluations and information to meet certificated personnel needs.

Supervise and evaluate the performance of assigned personnel.

Provide consultation and technical expertise concerning assigned human resources functions.

Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.

Provide technical guidance and assistance for collective bargaining and related negotiations. Coordinate activities to assure certificated staff hold valid and appropriate credentials.

Assure proper and timely resolution of issues, conflicts and problems related to certificated human

resources functions.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in human resources, business administration or related field and four years increasingly responsible certificated human resources experience involving work with recruitment, employment, credentialing and collective bargaining functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.