



## Human Resources Manager

Management Range: 16

Board Approved: 04/12/18

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Human Resources Manager is responsible for managing, planning, coordinating and implementing the comprehensive human resources and employment programs of the District. Provides policy interpretation for managers and administrators and participates in union negotiations. The Human Resources Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Administers the day-to-day operations of the human resources programs and activities.
2. Directs district wide human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, laws, codes, rules, regulations, policies and procedures.
3. Investigates employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receive complaints; determine the appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; and recommend appropriate resolutions, outcomes, and actions to complex and sensitive employee-employee relations issues.
4. Provide guidance and counsel on employee disciplinary actions, grievances and conflict resolution
5. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information and assure proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others and necessary.
6. Participates as a member of the management negotiating team. Contribute to the development of a labor relations strategy; coordinate administration, provide interpretation and ensure adherence to collective bargaining agreements; assists with negotiations and analysis during the collective bargaining process/
7. Ensures adherence and compliance to union collective bargaining agreements and California Education Code.
8. Maintains the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
9. Maintains salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning and implementing pay structure revisions.
10. Plans, prioritizes, directs, coordinates, evaluate, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
11. Provide consistent interpretation/application of human resources policies and procedures.



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12. Participates in the formulation, development and analysis of personnel policies, procedures, rules and regulations. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
13. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
14. Participates in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
15. Serves as the department back-up lead in the continued implementation of the Human Capital Management System, facilitate continued medication following implementation and training.
16. Performs related duties as assigned.

### **QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.
- Principles and practices of job development, evaluation, and classification techniques.
- Compensation principles, practices, methods and techniques.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principle and practices of records and personnel file management.
- Pertinent federal, state, and local laws, codes and regulations, relating to California Education Code, and Title 5.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.



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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education/Training:**

A Bachelor's degree in public administration, human resources, business administration or a related field.

### **Required Experience:**

Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

### **License and Certification:**

Valid California Driver's License.

### **Preferred Experience:**

Master's degree in human resources, public administration, or business from an accredited college or university.

Experience in the California Community College system or in public higher education.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.