

HUMAN RESOURCES MANAGER**Job Summary**

Under the supervision of the Superintendent, organize and direct the activities and operations of the Human Resources Department; streamline department workflow processes; analyze, create, update and maintain Human Resources practices and objectives; perform the more complex and specialized personnel record management and reporting functions; train, supervise and evaluate the performance of assigned personnel.

Qualifications:**Required:**

- Two year degree or minimum five years of responsible experience in human resources
- Typing Certificate of 60 words per minute
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire"

Desirable:

- Previous experience in a public school system/human resources

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Meet the public courteously and tactfully while performing a variety of tasks
2. Promote good working relationships with students, staff, parents and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties
3. Verify teaching credentials
4. Prepare databases for calculations of annual employee contracts
5. Prepare and distribute annual employee contracts
6. Maintain employee records on Digital Schools (Position Control) program
7. Maintain employee records on FMS (County Financial Management System)
8. Register and maintain certificated staff credentials
9. Maintain correct assignments of Certificated staff
10. Prepare and maintain certificated teacher assignment activity
11. Prepare annual Ratio Report for auditors
12. Log and maintain all work related injuries for employees
13. Attend quarterly work related injury meetings
14. Prepare and maintain Activity Certifications signed by each employee twice yearly
15. Prepare Personnel Assignment Order for Board of Trustees
16. Prepare annual School Calendar for approval of Board of Trustees
17. Prepare CalOSHA (Ca Occupational Safety & Health) reports as required
18. Complies with federal, state and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions
19. Prepare and distribute annual Employee Handbook
20. Maintains District Directory electronically
21. Prepare and maintain required annual statements for employees
22. Maintain live scan (fingerprints) records for all employees, coaches, and volunteers
23. Assists in monitoring of TB test expiration dates for all employees, coaches and volunteers
24. Track evaluation process for all employees and send notifications to Supervisors as needed
25. Schedule and maintain Administrators FRISK training as needed
26. Supports management by providing human resources advice, counsel, and decision; analyzing information and applications
27. Prepare I.D. Cards for employees

HUMAN RESOURCES MANAGER

28. Prepare and maintain employee leaves: leave of absence, long term medical leaves, FMLA, CFRA, PDL. Send out required notices in regard to leaves
29. Prepare District organizational chart annually
30. Prepare and maintain pay schedules for each classification
31. Maintain Re-Hire list for Certificated and Classified
32. Attend quarterly Safety meetings
33. Provides direction and supervision over the district's Safety/Security Coordinator and HR-Business Assistant
34. Prepare and maintain Seniority list for Certificated and Classified employees.
35. Arrange and monitor Sexual Harassment Training for Administrators
36. Register and monitor all professional growth units for all staff
37. Prepare monthly Years of Service certificates
38. Prepare and maintain classification records and personnel files
39. Manages human resources operations by recruiting, selecting, orienting, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; accumulating resources; resolving problems; implementing change
40. Facilitates staff orientation
41. Prepares offers of employment and changes of pay and classification for all employees
42. Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values
43. Assists with planning in-service/staff development for staff
44. Gathers input from appropriate departments
45. Assesses personnel needs and qualifications for positions, audits and evaluates job specifications and recommends classification action
46. Administers and validates results of skill/technical tests, reviews experience qualifications
47. Schedules interviews and may serve as a member of the interview team
48. Interprets Human Resource department regulations and procedures to applicants, employees, employee representatives and the public
49. Prepare projected salary for upcoming school year
50. Prepare and track long term leave documentation/letters
51. Prepare J90 report for the District and duties associated with this report.
52. Maintain certificated staff information on Aeries for CalPADs reporting
53. Coordinate and maintain all Workers Compensation reports and files
54. Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, records management, safety and health, employee relations and retention, AA/EEO compliance, and labor relations
55. Attend various meetings/trainings within the District or outside the District
56. Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
57. Other duties as assigned

Knowledge and Ability

1. Knowledge of use of Education Code, guidelines, district policies and procedures as related to human resources
2. Ability to manage and prioritize multiple tasks
3. Ability to calculate formulas on Excel
4. Ability to perform arithmetical calculations with speed and accuracy
5. Ability to establish and maintain effective working relationships with others
6. Knowledge of correct English grammar, punctuation and spelling, methods, practices and terminology used in general clerical and human resource work
7. Ability to evaluate and take appropriate action without direct supervision
8. Ability to operate data processing equipment, calculator, and other office equipment

HUMAN RESOURCES MANAGER

9. Knowledge of various filing systems
10. Ability to research and compile data independently
11. General knowledge of District policies
12. Ability to drive a car
13. Ability to utilize proper grammar, spelling and punctuation; make accurate mathematical calculations; compile and maintain accurate records and reports
14. Understand and carry out oral and written instructions
15. Knowledge of Student and Staff Information System (Aeries)
16. Knowledge of FMS (Financial Management System)
17. Knowledge of Digital Schools (Position Control System)

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.