

PERSONNEL COMMISSION

Class Code: 3351
Salary Range: 25 (S1)

HUMAN RESOURCES SUPERVISOR

JOB SUMMARY

Under the direction of the Administrative Coordinator-Human Resource Services, plan, oversee and participate in the review and processing of documents relating to the District's classified personnel support services; serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; train and evaluate the performance of assigned staff.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, oversee and participate in the review and processing of documents relating to the District's classified personnel support services; review and approve hiring packets for new and current employees; inspect documents for completeness and accuracy; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Review and approve current employee files for transfers, assignments changes and promotions; appraise employee evaluations to verify satisfactory past job performance; communicate with site administrators regarding candidates as appropriate; calculate salary and career increments; oversee the rehire of former District employees and assure eligibility. **E**
- Review classified files for accuracy; remove items from employee records as appropriate; scan new information into employee records; oversee the preparation of classified files to be transported for mass scanning; maintain outgoing lists of files and verify receipt of files upon return. **E**
- Serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; research and resolve the more difficult and complex personnel issues; review and approve a variety of personnel documents related to seniority computation, career increments, job status and salary placement. **E**
- Initiate and receive phone calls to obtain and provide specialized information regarding District personnel policies, procedures and regulations; provide customer service assistance to applicants, District employees and the public; respond to complex inquiries regarding employment. **E**
- Conduct employee file reviews with current classified employees; assure proper contents; remain present with employees and union representatives during the file review process; provide copies of documents in accordance with established procedures; receive duplicating fees and issue receipts as appropriate. **E**

- Oversee the recruitment, testing and hiring of college student aides, project employees and community representative employees. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed. *E*
- Perform a variety of duties for the certificated and classified substitute calling systems; serve as a sub-caller as necessary; monitor the entry and assignment of substitute teacher and classified employee substitute assignments; place related telephone calls as needed; inform site of substitute placements and input related information into computerized database. *E*
- Conduct meetings with applicants with prior criminal convictions; interpret and explain applicable laws and Education Codes; determine candidate eligibility for employment and assure the validity of decisions to deny employment. *E*
- Assign start dates and Board Action date to limited term employees; submit hiring information to the Personnel Commission after approval of the hiring packet and receipt of fingerprint clearance; forward authorization to offer employment to probationary applicants follow approval of hiring packet and receipt of fingerprint clearance. *E*
- Operate a variety of office equipment including a typewriter, fax machine, calculator, copier and a computer.
- Conduct applicant interviews as directed.
- Participate in and oversee the preparation of special projects as directed.
- Attend, conduct and participate in workshops and job fairs related to assigned activities to maintain current knowledge of laws, codes, rules and regulations.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E". This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Human Resources Supervisor supervises other personnel providing clerical and technical support for various personnel functions and activities while performing complex and difficult work requiring a thorough knowledge of personnel rules, regulations and applicable sections of the Education Code. The incumbent compiles data, prepares reports, resolves discrepancies and has responsibility for functions such as determining the rehire eligibility of former employees and reviewing and approving hiring packets for new and current employees. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and operations of a personnel office.
Practices and procedures related to classified personnel.
District personnel policies and procedures.

Merit system rules and regulations.
Applicable sections of State codes and other laws regarding assigned personnel activities.
Principles and practices of supervision and training.
Classified payroll procedures.
Bargaining unit contracts and salary schedules.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Basic math.
Telephone techniques and etiquette.

Ability to:

Plan, oversee and participate in the review and processing of documents relating to the District's classified personnel support services.
Provide technical information and assistance to others concerning classified employment policies.
Investigate and resolve the more difficult and complex personnel issues.
Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to classified employment.
Train, supervise and evaluate personnel.
Assign and review work.
Conduct employee file reviews.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Associate's degree with course work in business administration, human resources management or a related field.

Experience:

Three years of human resources experience including some experience in a lead capacity

and one year of experience at the level of a Human Resources/Credentials Technician. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.