

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: HUMAN RESOURCES MANAGER

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Human Resources, manages the day to day operations of the human resources department, planning, administering and coordinating technical, specialized and advisory services and action; supervising professional and technical staff responsible for all aspects of human resource management; and performing complex and sensitive human resources analytic work; supervises and evaluates assigned personnel.

#### **ESSENTIAL DUTIES:**

Actively identify issues and proactively implement systems to reduce credential non-compliance; serve as content expert on credentials for the District, engaging district leadership to develop approaches and activities.

Administers a wide variety of personnel policies and employment agreements.

Analyzes, interprets, and applies State and Federal laws, regulations and established policies.

Assists in the preparation of materials for collective bargaining, administrative hearings or proceedings.

Collaborates with cross-department staff to continually research and implement business process improvements, data reporting capabilities, and solutions to operational situations as they arise.

Communicates with all levels of staff through a variety of methods.

Directs department operations, maintains services, and implements new programs and/or processes.

Directs staff to efficiently and effectively manage the day-to-day operations of all human resources functions.

Maintains relationships with teachers, principals and relevant staff to prevent and proactively resolve credentialing issues; disseminate accurate and timely information regarding credential requirements to key constituencies, including but not limited to unions, teachers, staff, and principals; coordinate communication to parents and other stakeholders as needed regarding credential requirements or related information in accordance with state and federal legislation.

Manages special projects related to technical issues or processes.

Manages the renewal process for credentialed employees, including: drafting and delivering communications relevant to employees; receiving employee credential documentation; reviewing and assessing the validity of employee credential documentation; creating and updating employee credential records.

Performs personnel administrative functions.

Prepares and maintains a wide variety of complex written materials.

Researches a wide variety of topics related to employment and labor law.

#### **OTHER DUTIES:**

Performs related duties as assigned.

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

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

Algebra and geometry.

Merit System provisions of the California Education Code.

Other applicable California and federal statutes, codes, laws, regulations and related case law pertaining to Human Resources administration and public employment labor relations.

Principles, practices, problems and techniques of organization, administration and public personnel administration

Job analysis and evaluation methodologies; statistical applications; personnel assessment techniques; report preparation and presentation methods.

**ABILITY TO:**

Interpret, apply and explain rules, regulations, policies and procedures, train and evaluate the performance of assigned personnel.

Oversee the inspection, troubleshooting, diagnosis and repair of system malfunctions and problems.

Maintain current knowledge of technological advances in the field.

Modify existing programs and procedures to improve computer systems, reporting and record maintenance.

Provide technical guidance and recommendations concerning existing information technology systems.

Analyze situations accurately and adopt an effective course of action.

Administer and oversee assigned information technology systems.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Four years of increasingly responsible experience in an HR capacity with at least one year of supervisory experience OR four years of supervisory experience with at least one year in an HR capacity with a heavy emphasis on project management.

**EDUCATION EQUIVALENCY**

Related work experience combined with a bachelor’s degree in an unrelated field supplemented by related training or education may suffice.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District’s Job Related Proficiency Test.

Valid California Class C Driver’s License and Evidence of Insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to view a computer monitor.

Lifting and carrying moderately heavy objects and information technology equipment.

Reaching overhead, above the shoulders and horizontally to retrieve materials.

Bending at the waist, kneeling or crouching.

**FLSA Status**

Exempt

**Approval Date**

7/20/18

**Salary Range**

Class Supv