

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SUPERVISOR, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Director, Human Resources, plan, organize, coordinate and supervise the daily operations and activities of the Human Resources department; serve as a technical resource to District personnel, applicants and the public regarding personnel functions; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Advise prospective teachers, administrators, and district personnel on credential matters regarding education, exams, subject matter competency, laws and related updates.

Communicate with other administrators, personnel, outside organizations and the public to coordinate activities and programs and resolve employment issues or concerns; assure proper and timely resolution of issues and problems.

Develop and establish the criteria for automated systems, reporting and evaluation of departmental operations and information flow; evaluate, recommend and implement work processes to support increased accuracy, productivity and workflow; troubleshoot technical system problems and recommend improvements.

Establishes and monitors position management procedures, audits and reviews position management reports, and reconciles and maintains position management system.

Maintain, revise and keep human resources staff current concerning policies, procedures, laws and regulations, bargaining agreements and reporting requirements related to human resources functions.

Monitor substitutes in long-term assignments to assure adherence with established guidelines; coordinate termination of long-term assignments and substitute workers with performance or attendance issues; resolve substitute assignment problems and reassign, as necessary.

Operate a variety of standard office equipment, including computer and assigned software.

Oversees position management system and reconciles data with Fiscal and Payroll departments.

Establishes and monitors position management procedures, audits and reviews position management reports, and reconciles and maintains position management system.

Conduct various meetings and participate in committees as assigned.

Plan, organize, coordinate and supervise the daily operations and activities of the human resources department, including district reception, new hire orientation, substitute staffing, human resources information systems (HRIS), and other related systems, leaves and terminations.

Provide technical expertise, information and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Supervise and participate in the management of the human resources information systems (HRIS) to ensure accurate input of employment processing and changes, and update of corresponding records; coordinate activities with the payroll department to troubleshoot and resolve problems.

Supervise and participate in recruitment activities related to substitute workers, post positions on web-based job sites, screen substitute employment applicants, schedule testing and/or interviews as appropriate; participate in orientation sessions for new substitute employees; assure new substitute employment files are properly completed.

Supervise and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audit various records and reports for accuracy and completeness; make corrections and adjustments as needed; develop and generate a variety of computerized reports; compose, distribute and respond to a variety of correspondence.

Train, supervise and evaluate the performance of assigned personnel; interview and select staff as assigned; plan and coordinate work assignments, develop employee work schedules and review work to ensure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Arithmetic calculations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District policies and procedures, and applicable laws, codes, regulations, and rules, including substitute credentialing.
Human resources operations, procedures and practices.
Interpersonal skills using tact, patience and courtesy.
Labor relations, grievance, and appeals procedures.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Organizational operations, policies and objectives.
Pertinent collective bargaining agreements.
Policies and objectives of assigned programs and activities.
Principles of supervision and training.
Record-keeping and report preparation techniques.
Research methods.
Technical aspects of personnel/payroll recordkeeping, rules and processes.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.
Collect, analyze, and interpret data.
Coordinate activities to assure accurate and timely preparation and maintenance of reports, records and files related to assigned activities.
Coordinate and participate in the interviewing and selection of applicants.
Communicate effectively both orally and in writing.
Compose correspondence and written materials independently.
Establish and maintain cooperative and effective working relationships with others.
Exercise professional and appropriate judgment.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain confidentiality of sensitive and privileged information.
Maintain current knowledge of laws, rules and regulations related to personnel activities.
Maintain records and prepare reports.
Meet schedules and timelines.
Modify systems, procedures and programs to meet department objectives.
Operate a variety of office equipment including a computer and assigned software.
Plan and organize work and effectively manage simultaneous projects.
Prepare accurate records and reports related to assigned activities.
Provide technical expertise to employees concerning employment issues and questions.
Schedule, coordinate and supervise human resources administration functions.
Screen and process employment applications and other personnel-related documents.
Supervise and evaluate the performance of assigned personnel.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, human resources, public administration, organizational development, or related field and three years of professional human resources experience. Supervisory or project management experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License & evidence of insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching to file materials.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and computer screen for extended periods of time.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

HAZARDS:

Traffic hazards.

FLSA Status

Exempt

Approval Date

11/15/22