



## Human Resources Manager

### Job Overview

The job of Human Resources Manager was established for the purpose of assisting the Assistant Superintendent of Human Resources in managing and conducting investigations as assigned; providing information to employees regarding policies, regulations and negotiated language; and addressing a variety of issues and/or providing general support.

This job reports to the Supervisor of Employee Relations.

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### Job Functions

- Investigates a variety of Human Resources related issues (e.g. EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.) for the purpose of ensuring that effective, legally compliant resolutions are arrived at in a timely manner and within District guidelines.
- Communicates with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, personnel records and/or labor relations and related legal requirements.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Develops a wide variety of written materials in both manual and electronic formats (e.g. compliance reports, forms, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees of a variety of procedures and program requirements (e.g. NCLB, District policy, legal compliance guidelines, sick leave, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Interprets contract language, education code, leave and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Maintains manual and electronic documents, files and records (e.g. EEOC, ADA, labor contracts, vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Participates in meetings that involve a range of issues as needed and/or assigned (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, collective bargaining, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Presents information on a variety of topics (e.g. labor relations, affirmative action, employment, hiring, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Manages the bullying tip line and follows up on complaints.



- Assists with new employee orientation processes as needed and/or assigned for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Supports the Assistant Superintendent of Human Resources and department staff as needed and/or assigned for the purpose of assisting in the performance of their work activities.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### **Working Environment**

Work is generally performed in a standard office environment and at school sites and other District facilities as needed. The job is performed under minimal temperature variations and in a generally hazard free environment.

Generally, the job requires (60)% sitting, (20)% walking, and (20)% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### **Qualifications**

**Minimum experience:** Job related experience within specialized field with increasing levels of responsibility.

**Minimum education:** Bachelor's degree.

**The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:**

- Experience with planning and managing projects; preparing and maintaining accurate employee relations records; operating standard office equipment; and utilizing pertinent software applications (Microsoft Office Suite; Adobe PDF).
- Knowledge of personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions.
- Ability to maintain confidentiality; establish and maintain effective working relationships; communicate with diverse groups; work with detailed information and frequent interruptions; and adapt to changing priorities.

**Required Testing:** None Specified

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** None Specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Classified

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