

MONTEREY COUNTY OFFICE OF EDUCATION

MANAGER HUMAN RESOURCES

CLASSIFICATION: Classified Management
SALARY LEVEL: 71
WORK YEAR: 227

DEFINITION:

Under the direction of the Senior Director of Human Resources, the Manager of Human Resources is responsible for organizing and directing the activities and operations of the Human Resources Department, providing technical assistance to organizational managers and administrators concerning human resources programs, functions, policies, procedures, etc., coordinating programs and performing assigned duties related to certificated and classified recruitment, employment, benefits, leaves, insurances and records maintenance, supervising, leading, training and evaluating the performance of assigned personnel.

SUPERVISOR:

Senior Director, Human Resources

POSITIONS SUPERVISED:

Classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Organizes and directs Human Resources operations and activities; directs personnel to assure proper and timely completion of personnel activities; assists in assuring personnel activities comply with established personnel standards, policies and procedures; coordinates assigned office functions and staff in the absence of the Chief Human Resources Officer or Senior Director of Human Resources
- Provides technical assistance to organizational supervisors and administrators concerning human resources programs, functions, policies and procedures; provides assistance to departments in areas of recruitment, employment, and orientation
- Coordinates programs and perform assigned duties related to certificated and classified recruitment, employment, benefits, leaves, insurance and records maintenance; supervises the on-going development and maintenance of a comprehensive employment, salary administration, and benefits program for staff and retirees including proper salary placements and step increases

- Supervises, leads, trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and review work for accuracy, completeness and compliance with established policies and procedures
- Assists with the processing of leaves of absences for payroll input; facilitates sign-up and answers inquiries for the 125 Plan; maintain layoff employee rehire list
- Responds to inquiries, resolves issues and conflicts and provides detailed information concerning employee discipline, redirections, attendance, status, transfers, grievances, appeals and related policies and procedures; assists in problem solving; applies policies, regulations and collective bargaining contracts; provides assistance with Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH) complaints and in labor negotiations as needed
- Collects, analyzes and reports data; perform research regarding the California Education Code and applicable provisions related to personnel matters; assists with worker's compensation matters; coordinate the collection and preparation of data required by Federal and State agencies and complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Conducts surveys pertaining to salaries, benefits and other means of compensation
- Coordinates the preparation and maintenance of a variety of personnel records, reports and files; directs and participates in the input of a variety of personnel data into an assigned computer system; maintains automated records and files; initiates queries, manipulates data and generates a variety of computerized reports related to personnel, attendance and assigned activities
- Serves as confidential liaison between administrative staff, and other legal representatives of the County Office of Education
- Assures proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality; review organization-wide personnel actions such as redirections, transfers, promotions and pay changes for compliance with personnel policies and procedures
- Organizes and directs the preparation and distribution of departmental correspondence; composes correspondence concerning human resources programs, functions, policies and procedures to resolve personnel issues and concerns as necessary; prepares certificated and classified lay-off notes
- Assists with the preparation of the annual Human Resources budget; reviews budgetary and financial data
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Attends and participates in a variety of meetings as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Perform other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to

reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education and experience equivalent to two (2) years college-level course work in human resources or related field
- Three (3) years increasingly responsible human resources experience including computer operations, policy interpretation and frequent public contact

Knowledge of:

- Practices and procedures related to classified and/or certificated personnel
- Personnel office objectives, functions, practices and procedures routinely used in recruitment, selection and job classification
- Methods of analysis and use of pertinent data
- Applicable federal, state, and local laws and regulations pertaining to human resources management, employer-employee relations, and Education Code
- Principles and practices of supervision and training
- Business English, including spelling, grammar and punctuation
- Operation of a variety of office equipment, a computer and assigned software
- Data control procedures and data entry operations
- Organizational operations, policies and objectives
- Modern office practices, procedures and equipment
- Bargaining unit contracts and salary schedules
- Record keeping and filing techniques
- Research methods and report writing techniques
- Operation of a computer and assigned software
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty

Skills and Abilities:

- Organize and direct human resources operations and activities
- Provide technical assistance to supervisors and administrators concerning human resources programs, functions, policies, and procedures
- Train and evaluate the performance of assigned personnel
- Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files

- Interpret, apply, and explain complex and technical reports, administrative regulations, collective bargaining agreements, code requirements, pertinent laws, rules, regulations, policies and procedures manuals
- Review and analyze transcripts
- Coordinate activities to assure certificated staff hold appropriate credentials
- Perform mathematical calculations with speed and accuracy
- Identify errors and resolve payroll or related issues
- Utilize a computer to input data, initiate queries, maintain automated records and generate reports
- Direct personnel to assure proper and timely completion of personnel activities
- Perform research and recommend best practices
- Maintain confidentiality of sensitive and privileged information
- Compose correspondence and written materials independently or from oral instructions
- Compile information and prepare reports
- Operate a variety of office equipment including a computer and assigned software
- Plan and organize work
- Meet schedules and time lines
- Work independently with little direction
- Type or input data at an acceptable rate of speed
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

Desirable Qualifications:

- Bilingual/Biliterate in Spanish
- Recent technical personnel work in a school district environment
- Knowledge of personnel policies as specified by the California Education Code and California Government Code
- Experience in administering collective bargaining agreements

Licenses and Certifications:

- California Driver's License with evidence of insurability