
HUMAN RESOURCES MANAGER

JOB DESCRIPTION:

This person is responsible for maintaining personnel records and for working with the business department in processing payroll for all employees. This position is responsible for inquiries associated with medical benefits, retirement accounts and income taxes. The Human Resources Manager serves in a confidential and management capacity and is a member of the Superintendent's Cabinet.

QUALIFICATIONS:

- Education:** Enrollment or graduation from an accredited college or university with a B.A. or B.S. in public administration, management, human resources or related field desired; Personnel Administrator's Academy certification or equivalent desired.
- Experience:** At least two years of personnel/payroll experience is preferred. Knowledge of public school fiscal and personnel procedures preferred.
- Knowledge:** Accounting procedures, payroll and tax systems; employee leaves including FMLA and CFRA; labor laws; credential requirements; FRISK and progressive discipline; contract negotiations and administration; computer operations/data management and computer-based systems with accompanying applications and peripheral equipment; oral and written communication skills; available for staff to answer personnel and payroll related questions.
- Ability:** To be pleasant, cooperative, and tactful in working with others, handle confidential material with wisdom and discretion, make arithmetical calculations quickly and accurately, compile and maintain accurate records and reports, use computers and computer-based business applications; understand and carry out oral and written directions, operate office machines.

ESSENTIAL DUTIES:

1. Assists with processing wages from employee contracts and time cards and reviews and audits monthly regular and supplemental payrolls.
2. Responsible for all salary and benefit account distribution and reconciliation.
3. Prepare various payrolls and benefit analyses, summaries and studies as assigned.
4. Maintains and updates all personnel records and directory information; records and provides information on employee absences, sick leave, FMLA, vacation schedules, mandated employment requirements and notification, i.e., TB, fingerprinting, first aid and CPR.

5. Establish and keep up-to-date classified and certificated handbooks.
6. Provides new employee information, processes and follows-through with required paperwork.
7. Responsible for unemployment claims.
8. Monitors employment procedures and practices to ensure compliance with State and Federal regulations (Affirmative Action, Americans with Disabilities Act-ADA, etc.)
9. Develops and delivers oral and written reports, recommendations and presentations to the Board, committees and others regarding personnel matters.
10. Reviews, develops and update Board Policies and Administrative Regulations
11. Evaluates transcripts and verification of experience for placement on the salary schedule.
12. Maintains certificated and classified personnel files, job descriptions, seniority and staffing lists, and assignment monitoring.
13. Represents the District in the investigation and resolution of compliance issues and contractual disputes.
14. Assists the business office in the planning, implementation and administration of the District's Workers Compensation Program.
15. Establishes, maintains and updates on-call teacher substitute information and records.
16. Knowledgeable of and keeps accurate records of certificated credentialing information. Notify employees of requirements.
17. Keeps current with County Office payroll and personnel systems and attends in-service/advisory meetings as needed.
18. Serves as leader in the negotiations process with employee groups as directed by the Superintendent.
19. Serves as a member of the Superintendent's Cabinet, attends Board of Trustees' meeting as a member of the Superintendent's staff, and advises the Superintendent and Board on payroll/personnel matters.
20. Other duties as assigned.

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ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

Immediate Supervisor: District Superintendent

Assignment: 8 hours per day

Salary: Classified Management Salary Schedule: Range 204