



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 83-2023/24  
DOCUMENT NO. 72-2023/24  
DATED: 04/17/24

**HUMAN RESOURCES MANAGER**

**DEPARTMENT/SITE:** Human Resources

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 11

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Assistant Superintendent of  
Human Resources

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assistant Superintendent of Human Resources, the Human Resource Manager plans, coordinates, and supervises the operations of the Human Resources Department; develops and communicates Human Resources policies Districtwide; promotes the efficiency of the school system; and works through the Assistant Superintendent of Human Resources in communication with the Director of Personnel Commission Services who oversees the District Classified Merit System. The incumbents in this classification provide the school community with human resources services which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists the Assistant Superintendent of Human Resources in resolving legal and confidential personnel issues involving the Employment Development Department (EDD), Equal Opportunity Commission (EEOC), and Department of Fair Employment & Housing (DFEH).
- Assists with the technology, human resources information systems, and related data entry processes utilized with the Human Resources (HR) Department; acts as the resident expert of all Human Resource Information Systems (HRIS) software and provides training to HR staff.
- Attends and participates in professional meetings; stays abreast of new trends and innovations in the field of human resource administration of laws, codes, rules, and regulations.
- Coordinates and oversees the processing of certificated substitute and classified temporary employee pools, including verifications and onboarding activities; coordinates the substitute system for certificated and classified employees.
- Coordinates personnel services between Human Resources, Position Control, and the Business Office on matters affecting pay or benefits.
- Manages and oversees the fingerprinting process and procedures for certificated and classified employees, volunteers, coaches, and student interns.
- Oversees and approves all certificated credential issues in compliance with the California Commission on Teacher Credentialing (CTC) and the California Department of Education (CDE) codes and regulations.

- Oversees and approves the monthly Health Benefits reconciliation.
- Oversees and monitors the onboarding processes for new hires of certificated and classified employees.
- Oversees the compliance processes with the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Maternity Leave (ML), Parental Leave (PL), and Military Leave including Jury Duty, Personal Leaves, emergency leave provisions (e.g., COVID relief), and the District's Catastrophic Leave Programs.
- Oversees the processing of Employment Development Department (EDD) claims submitted to the Human Resources Department.
- Oversees, coordinates, and reviews the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for Human Resources; identifies resource needs; recommends and implements policies and procedures.
- Processes recommendations for employment terminations of certificated substitutes and classified temporary employees; conducts exit interviews.
- Provides direction to Health Benefits staff.
- Works in collaboration with Personnel Commission Services to ensure all necessary information of newly hired classified employees for the purpose of onboarding.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Principles, policies, and practices of public personnel administration
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District organization, operations, policies, and procedures
- Goals and objectives, organizational structure, and functions
- Negotiation practices and techniques
- Organization and functions of the various personnel assignments within the District
- A thorough understanding of the objectives of Collective Bargaining units and their methods of operation, purposes, functions, and policies
- Practices of private and public Human Resources departments
- Leadership skills in facilitating group processes
- Mediation and conflict resolution
- Fundamentals of public administration
- Employer-employee relations relating to employees in public education
- Statistical techniques and methods appropriate for the analysis and reporting of personnel data
- Supervisory and managerial techniques

### **Skills and Abilities to:**

- Operate stand office equipment, including using pertinent software applications

- Plan, organize, direct, coordinate, and review the work of a multi-unit operation
- Analyze, develop, and implement changes in operating policies and procedures
- Formulate and express ideas clearly and concisely
- Prepare written reports and oral presentations
- Prepare proposed laws, rules, Collective Bargaining items, regulations, and procedures
- Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts
- Work effectively with administrators, school personnel, employee representatives, and the public
- Problem solve to identify issues and create action plans
- Communicate effectively, understand and follow both oral and written directions
- Problem solve with data, which requires independent interpretation of guidelines and problem
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Apply integrity and trust in all situations
- Present a positive image of Madera Unified School District

### **RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, managing department staff members, following standardized practices and/or methods, providing information and /or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's Degree in Business Administration, Human Resources Management, or a closely related field from an accredited university.

### **EXPERIENCE REQUIRED:**

Five (5) years of progressively responsible work experience in various areas of Human Resources, two (2) of which must be in a supervisory or lead role, preferably in an educational setting.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to conduct business for the Human Resources Department and the District

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen