



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 08-2022/23
DOCUMENT NO. 02-2022/23
DATED 08/08/2022

HUMAN RESOURCE OFFICER

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Management

SALARY RANGE: 29

WORK YEAR: 12 Months (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 Resources Officer plans, manages, and coordinates the human resources services for classified and certificated employees of the District. Incumbent performs highly complex, administrative, and strategic work with responsibility for areas including, but not limited to, the interactive process, employee discipline/investigations, system software evaluation, professional development, and position control. 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.

- Advises administrators, supervisors, and others regarding proper supervisory techniques and strategies for improving employee performance.
- Assists in developing and implementing an employee recruitment and retention plan.
- Assists with Position Control functions as needed.
- Assists with processing recommendations for termination of employment and assembling substantiating information for dismissal of employees.
- Assists with the training of administrators and department leaders in the progressive discipline process.
- Conducts research, interprets information, and provides recommendations/reports to the Assistant Superintendent of Human Resources, including, but not limited to, legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and assists in the development of Human Resources policies and procedures.
- Coordinates and ensures integrity of assigned certificated recruitment and hiring processes including screening applicants, developing interview questions, compiling oral interview results and other related duties.
- Coordinates and facilitates all Interactive Process meetings; records notes and creates a detailed document of the outcome of the meetings; follows through with employee work restrictions and safe return-to-work assignments.
- Coordinates the grievance procedures and acts as liaison with outside counsel concerning aspects of grievance procedures and processing.
- Counsels with administrators and employees to resolve complaints, differences, and sensitive matters related to Human Resources; conducts investigations as needed.

- Develops and administers a program for providing qualified substitute service to schools.
- Interprets human resources policies, practices, procedures and legal regulations as they relate to human resources; serves as a resource in these areas for administrators, employees, and applicants.
- Meets with probationary teachers annually to review credential requirements and to ensure they are on track to obtain the appropriate certification by the following school year.
- Oversees 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.
- Prepares a variety of reports (e.g., EEOC5, CTA seniority lists, employee years of service, Elementary-Secondary Staff Information) to ensure compliance, accuracy, and timeliness.
- Provides highly responsible and complex staff assistance to the Assistant Superintendent of Human Resource.
- Represents the District at unemployment insurance hearings as directed.
- Represents the Human Resources Department as a member of the Classified Professional Development Committee.
- Reviews discipline recommendations to determine if documentation is sufficient to support the recommendation; conducts administrative review of discipline by meeting with management, employees, and union representatives.
- Takes responsibility for the coordination, supervision, and general direction of Human Resources operations and personnel in the absence of the Assistant Superintendent of Human Resources.
- Verifies employee completion of annual mandated Board Policy trainings.
- Works in collaboration with the Assistant Superintendent of Human Resource on resolving legal and confidential personnel issues.
- Works in collaboration with the Personnel Commission as it relates to the classified services.
- 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:

- Planning, organization, and direction of the Human Resources services
- Applicable sections of the California Education Code, Merit System, and other applicable laws, codes, regulations, policies, and procedures related to public human resources/personnel administration
- Principles and practices of collective bargaining and labor relations
- Professional and legal methods of recruitment and selection, employee relations, and classification
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management functions and activities
- Principles and practices of administration, supervision, and training
- Public speaking techniques
- Methodologies and evaluation methods and techniques utilized in monitoring systems, procedures, and policies
- Research and development strategies, processes, and techniques
- English usage, spelling, punctuation, grammar, and business writing
- Professional oral and written communication skills

Skills and Abilities to:

- Plan, develop, organize, implement, control, and direct a variety of human resources programs and services
- Understand and apply the California Education Code, Merit System Rules, board policy,

- administrative regulations, and collective bargaining agreements
- Prepare and make clear and concise written and oral reports
- Train, supervise, and evaluate the performance of assigned staff
- Utilize interpersonal skills using tact, patience, and courtesy
- Communicate effectively both orally and in writing
- Utilize organization development process skills such as meeting management, decision-making, problem solving, and conflict management
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain effective working relationships with others and contribute to a positive work environment
- Present a positive image of the Madera Unified School District
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines; plan and organize
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource 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 education, public administration, human resources management, business, or other related field from an accredited college or university.

A Master's degree in the field of education, public administration, human resources management, business or a closely related field from an accredited college or university is preferred.

EXPERIENCE REQUIRED:

Five (5) years of broad and increasingly responsible management-level Human Resources experience in an educational setting.

OR

Three (3) years of successful administrative experience as a site administrator or higher in a school district of at least 10,000 students.

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 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