

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Human Resource Manager

Classification: Classified Supervisory

Department/Site: Human Resources

Salary Schedule: Classified Supervisory

Reports to: Chief Human Resource Officer

Salary Range: 11

FLSA: Exempt

PURPOSE STATEMENT

The Human Resource Manager plans, coordinates, and supervises the operations of the Human Resources Department. Develops and communicates Human Resources policies District-wide. Promotes the efficiency of the school system, and works through the District Chief Human Resources Officer in communications with the Director of Classified Human Resources who oversees the District Classified Merit System.

Essential Functions

- Directs, coordinates, and review the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Process recommendations for employment terminations and conducts exit interviews.
- Oversees and approves the monthly Health Benefits reconciliation.
- Participates in the development and implementation of goals, objectives, policies, and priorities for human resources; identifies resource needs; recommends and implements policies and procedures.
- Oversee the compliance processes with 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, and the District's Catastrophic Leave Programs.
- 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.
- Oversees and monitors the onboarding processes for new hires of certificated and classified employees.
- Provides training to new Human Resource Technician I, II, Human Resource Specialists, and Human Resource Specialist-Lead during the probationary period.
- 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.
- Coordinates and oversees the processing of certificated substitute and classified temporary employee pools including verifications and onboarding activities.
- Manages and oversees the fingerprinting process and procedures for certificated and classified employees.

- Coordinates the substitute system for certificated and classified employees.
- Co-coordinates the new teacher orientation; assists in assessing the effectiveness of the support provided to new teachers; develops improvement opportunities and reviews them with the Chief Human Resources Officer; implements improvements.
- Assists the Chief Human Resources Officer with the recruitment of certificated personnel and the development and updating of certificated job descriptions.
- Works in collaboration with the Merit System to ensure all necessary information of newly hired classified employees for purpose of onboarding.
- Assists with the development of new site administrators in the recruitment and interview process of certificated employees.
- Assists the Chief Human Resource Officer in resolving legal and confidential personnel issues involving Employment Development Department (EDD), Equal Opportunity Commission (EEOC) and Department of Fair Employment & Housing (DFEH).
- Provides direction to Health Benefits staff.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

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 skill 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 other 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 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.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

MINIMUM QUALIFICATIONS

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

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

OR: An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test

PC Approval: 09/23/2015