

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Human Resource Officer **Classification:** Classified Management
Department/Site: Human Resources **Salary Schedule:** Classified Management
Reports to: Chief Human Resource Officer **Salary Range:** 29
FLSA: Exempt

PURPOSE STATEMENT

The Human Resources Officer will plan, manage, and coordinate 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.

ESSENTIAL FUNCTIONS

- Provide highly responsible and complex staff assistance to the Chief Human Resource Officer.
- Coordinate all Interactive Process meetings and creates a detailed document of the outcome of the meetings.
- Oversee the technology, human resources information systems and related data entry processes utilized with the Human Resources Department (HR). Acts as the resident expert of all human resource information systems (HRIS) software and provides training to HR staff.
- Coordinate and ensure integrity of assigned certificated recruitment and hiring processes including; screening applicants, developing questions, compiling oral interview results and other related duties.
- Counsels with administrators and employees to resolve complaints, differences, and sensitive matters related to Human Resources; conducts investigations as needed.
- Works in collaboration with the Chief Human Resource Officer on resolving legal and confidential personnel issues.
- Coordinate the grievance procedures and acts as liaison with the legal office concerning aspects of grievance procedures and processing.
- Review 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.
- Advise administrators, supervisors, and others regarding proper supervisory techniques and strategies for improving employee performance.
- Verify employee completion of annual mandated Board Policy trainings.

- Interpret human resources policies, practices, procedures and legal regulations as they related to human resources; serve as a resource in these areas for administrators, employees, and applicants.
- Represent the District at unemployment insurance hearings as directed.
- Assist with Position Control functions as needed.
- Work in collaboration with the Personnel Commission as it relates to the classified services.
- Coordinate personnel services between Human Resources, Position Control, and the Business Office on matters affecting pay or benefits.
- Assist with processing recommendations for termination of employment and assembling substantiating information for dismissal of employees.
- Represent the Human Resources Department as a member of the Classified Professional Development Committee.
- Assist with the training of administrators and department leaders in the progressive discipline process.
- Conduct research, interpret information, and provide recommendations/reports to the Chief Officer of Human Resources, including, but not limited to, legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and assist in the development of Human Resources policies and procedures.
- Train, assign, or lead the work of assigned personnel; complete or provide input into the performance evaluations; participate in the recruitment/selection as needed.
- In the absence of the Chief Human Resource Officer, responsible for the coordination, supervision, and general direction of the Human Resources operations and personnel.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

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.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

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 County Superintendent of Schools.
- 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.

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; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience:

Five (5) years of work experience in Human Resources with a minimum of three (3) years of work experience in a management level position.

Education:

Bachelor's degree in public administration, human resources management, business, or other related field from an accredited college or university.

A Master's degree in the field of public administration, human resources management, business or a closely related field from an accredited college or university may be substituted for one (1) year of work experience.

REQUIRED TESTING

- Pre-employment Proficiency

CONTINUING EDUCATION/TRAININGS

- Maintain as needed

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test