

**HUMAN RESOURCES MANAGER**

**DEFINITION**

Under general direction of the Associate Vice President, manages the Human Resources staff and administers the day-to-day operations of the classified and academic Human Resources programs. Oversees all phases of employment, testing, orientation, job assignments, classification analysis, salary placement and performance evaluation systems. Provides policy interpretation for managers and administrators and participates in union negotiations.

**SUPERVISION**

General supervision is received from the Associate Vice President of Human Resources.

Immediate supervision is exercised over all incumbents in lower level Human Resources and clerical classes.

**EXAMPLES OF DUTIES**

Manages Human Resources personnel including evaluation and coordination of duties performed.

Administers the day-to-day operations of the classified and academic Human Resources programs.

Oversees all phases of employment, testing, orientation, job assignments, classification analysis, salary placement and performance evaluation systems.

Ensures adherence to the classified and academic union contracts and California Education Code.

Oversees the academic hiring, tenure review, and evaluation processes.

Reviews and approves the creation and revision of class descriptions related to reclassifications and reorganizations performed by Human Resources Analyst.

Reviews all job analyses and salary surveys related to reclassifications, reallocations and reorganizations performed by Human Resources Analyst.

Administers statistical studies in the fields of compensation, position classification, and personnel policies and procedures.

Coordinates all aspects of the department reorganization process. Analyzes costs of proposed changes in classification, salary, and benefits.

Directs a variety of surveys of matters such as wages, salaries, fringe benefits, differentials, class titles, qualifications required, and personnel practices.

Reviews all employment tests and interview materials for compliance with state and federal law.

Supervises the maintenance of eligibility lists and the certification of qualified eligible candidates.

## **EXAMPLES OF DUTIES (continued)**

Confers with administrators, employees, employee organization representatives, and community representatives, relative to Human Resources programs.

Keeps daily time records for all Human Resources classified personnel.

Approves advanced initial salary placement for all new hires.

Participates as a member of the management negotiating team, in employer-employee relations regarding academic and classified employees.

Represents Associate Vice President of Human Resources at meetings in his/her absence.

Assists in the formulation, development and analysis of personnel policies, rules and legislation.

Interprets rules and policies on all matters related to academic and classified personnel.

Writes reports recommending rule amendments and new rules.

Performs all required duties of the Human Resources Data Manager in their absence.

Performs all required duties of the Human Resources Analyst in their absence.

Prepare special projects at the direction of the Associate Vice President of Human Resources.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

The California Education Code regulations as they apply to academic and classified personnel in a community college environment.

Principles and practices of public and private personnel administration.

Tools and Techniques used in the development and administration of position classification and compensation plans.

Methods of statistical analysis and prediction.

Principles, regulations and techniques for the recruitment and selection of personnel.

Job analysis methods and techniques.

Assessment design principles.

Computerized employee record and applicant tracking programs.

Unemployment Insurance Laws, EEOC regulations, and worker's compensation/disability laws.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Manage personnel effectively.

Interpret contract language.

Identify allocation standards and apply classification principles and techniques in a variety of occupational fields.

Allocate or reallocate positions to classes with consistency and accuracy.

Perform complex assignments independently.

Formulate and express ideas clearly in written and oral presentation.

Perform simultaneously numerous assignments with close attention to detail.

Adhere to schedules and deadlines.

Use a variety of computer applications.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Bachelor's degree in business, public or personnel administration, human resources, psychology, industrial relations or a closely related field from an accredited college or university.

Four years of professional personnel experience including at least one year in a lead or supervisory capacity.

### **Desirable:**

Master's degree in business, public, or personnel administration, human resources, psychology, industrial relations or a closely related field from an accredited college or university.

Technical level experience at an educational institution or in a public personnel administration office, with responsibility for employment test development and construction, position classification, wage and salary administration, and/or employer-employee negotiation. Courses in psychology, public personnel administration, test construction, and statistics and research methodology are desirable.

### **Special Requirements:**

A valid California Driver License.

**Note:** This position has been designated as "Management", exempt from bargaining groups.