

HUMAN RESOURCES DATA MANAGER**DEFINITION**

Performs a wide variety of professional, technical, reporting and budgetary functions requiring a high degree of independent judgement and a wide variety of personnel and HR system control. Coordinates overall direction, monitoring and support to Human Resources automated integrated employee systems.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Associate Vice President of Human Resources.

No direct supervision is provided to District personnel. Indirect supervision may be given to Human Resources staff.

EXAMPLES OF DUTIES

Works with AIS to develop effective applications for use in the Human Resources office.

Responsible for implementing and maintaining application software regarding employee records, applicant tracking and test scoring programs.

Develops and orders reports; reviews computer output for trends and compliance with District policies.

Develops and revises internal system of obtaining information on all District employees' characteristics/status in relation to the Staff Data File requirement by the California Community College Chancellor's Office.

Coordinates with Data Processing in the development and revision of Data Processing programs to generate reports in the appropriate format required by the Chancellor's Office.

Coordinates the production of the adjunct contracts for Fall, Spring and Summer with Data Processing to ensure accuracy of data, preparation of board documents and HRS input.

Serves on the enterprise wide system consortium team.

Responsible for ensuring data integrity and the continuous backup of database files on the department network system.

Inputs a variety of accounting and personnel information through the use of a computer.

Prepares and maintains a variety of financial control records and reports.

Responsible for State FTE reporting accuracy and compliance with State objectives.

Ensures adjunct faculty do not exceed load limits by producing and reviewing load report.

Assists the Affirmative Action officer in the preparation of all reports required by the Chancellor's Office; such as, the Staff Diversity Plan and Goals and Timetables.

EXAMPLES OF DUTIES (continued)

Confers with administrators, employees, employees' organization representatives and Chancellor's Office representatives relative to Staff Data Reports, Staff Diversity Plan, Affirmative Action Statistical Analysis, District accounting budget, and expenditures policies and procedures.

Manages Human Resources budget; approving and recording all expenditures, authorizing all requisitions and ensuring prompt payment of accounts.

Prepares District Staff Budget, relative to salaries and wages for Academic and Classified positions.

Checks budget availability and approves all incoming board and assignment slips, requests for new and existing positions and increases in existing personnel expenditures.

Interacts with accounting and payroll regarding discrepancies and corrections.

Analyzes costs and impact of proposed changes in classification, salary, and benefits.

Applies District personnel policies, collective bargaining and accounting policies and procedures to academic summer payroll computation and questions.

Conducts and participates in studies of curricular codes in relation to the budget codes and recommends their proper classification.

May analyze and recommend responses to budget cost relative to staffing, program implementation, and related matters.

Administers all monetary transfers from other divisions for the Live Scan Fingerprinting process.

Manages position control process.

Approves Professional Growth stipends based on documentation provided.

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

Plans and carries out statistical studies, and makes recommendations based on the results of such studies in the field of EEOC classification, WFCH ratios for academic personnel and classified personnel policies and procedures.

Acts as District representative in contacts with the Employment Development Department regarding unemployment insurance claims for classified and non classified employees and represents the District in unemployment insurance appeal hearings.

Research and promptly prepare unemployment insurance claim reports from Employment Development Department for classified and academic employees.

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

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

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

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic concepts of the principles, policies, and practices of public and private personnel administration.

Basic principles and terminology of employment, EEO classifications and salary administration.

Research techniques and sources of information regarding staff data file information, affirmative action plan, and staff diversity.

Methods, practices, and terminology used in financial and statistical technical work.

Knowledge of principles in practices of financial administration including budgeting.

Ability to:

Write clear, concise reports and other materials.

Apply concepts and make valid analyses and comparisons.

Use critical judgment in the evaluation of data and development of plans, reports and materials.

Make accurate calculations and recognize discrepancies in numerical data.

Operate a calculator, computer, and use various word processing and spreadsheet applications and other computer systems relative to the job.

Exercise tact and judgment in working with the administrators, co-workers, employees and others.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's degree in business, public or personnel administration, human resources, accounting, computer science 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 Qualifications:

Master's degree in business, public or personnel administration, human resources, accounting, computer science, 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, performing state reporting and data management. Courses in public personnel administration, accounting, computer science and statistics are desirable.

Special Requirements:

A valid California Driver License.

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