

MANAGER OF HUMAN RESOURCES

(Classified Management)

DEFINITION

Under the direction of the Dean of Human Resources responsible for managing the daily operations of the Human Resources Department, including District payroll operations and Staff Development, act as the District's Diversity Officer; serve as a District representative in collective bargaining with classified and certificated staff, Counsel employees as appropriate, resolve employee performance issues; and coordinate assigned activities with other divisions, departments, outside agencies, and the general public.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and office professional staff.

EXAMPLES OF DUTIES

Plan, organize, and supervise all personnel, payroll, and Staff Development related operations and activities for all College personnel, assuring compliance with applicable laws, codes, and regulations;

Advise and assist employees and management in the interpretation and application of personnel and payroll policies;

Facilitate the recruitment, screening, selection and employment of all personnel in the District. Advise and counsel administrators and hiring committee members on legal ramifications;

Develop, promote and administer diversity and equal employment opportunity regulations and procedures to ensure compliance;

Participate in the development and negotiation of the collective bargaining contracts.

Assist and counsel managers in the resolution of payroll and personnel issues, grievances, disciplinary action, and other personnel matters;

Administer and coordinate the maintenance of position classifications; conduct classification reviews; recommend salary placement;

Direct and coordinate the District employee performance evaluation process;

Monitor compliance, collect data and prepare reports pertaining to federal, state, and local laws, and rules and regulations;

Participate in the monitoring of the Human Resources Department's budget;

Manager of Human Resources (cont.)

Direct the coordination of employee orientation and exit interviews;

Coordinate staff development training and staff diversity programs;

Provide for the maintenance of District personnel and payroll files;

Perform other duties as assigned.

Knowledge The principles, and practices of personnel and payroll administration; principles and techniques of recruitment and selection of personnel; job analysis methods and techniques; knowledge of federal and state laws, regulations pertaining to personnel, diversity and labor relations; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff; staff development; and Datatel Colleague System.

Abilities Effectively apply the principles, methods and techniques of personnel, payroll, and human resources management, including the interpretation and application of legal provisions and requirements related to employment, payroll, and equal employment opportunity; the ability to direct and/or perform difficult and responsible technical work and objective data analysis; must possess effective verbal and written communication skills; possess well-developed management, supervision, and organizational abilities; and the ability to work cooperatively with others.

Skills Excellent English, oral and writing communications skills; excellent inter personal skills; excellent negotiating skills in a multi union environment; excellent financial analysis skills.

Education: Bachelor's degree with a masters degree preferred, or equivalent.

Experience: 3-5 years of successful Human Resources and payroll management in community college environment/

2/21/06