

TITLE: Human Resources Manager

<b><u>Title of Immediate Supervisor:</u></b> Director of Human Resources	<b><u>Department:</u></b> Human Resources	<b><u>FLSA Status:</u></b> Exempt
<b><u>Accountable For (Job Titles):</u></b> EEA Clerical		<b><u>Pay Grade Assignment:</u></b> Executive Employees Association, Administrative Salary Schedule, Pay Level 7

<b>General Summary or Purpose Of Job:</b>
Leads in directing, planning, coordinating and providing overall direction for personnel activities of certified staff. General functions include contract administration, employment and other staffing activities, ensuring that the District is in compliance with employment laws and District policies and procedures, investigating complaints, processing grievances, managing personnel records, and providing advice regarding progressive discipline, performance appraisals, and separations. Supervises staff in the performance of these functions.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Effectively administers and interprets all collective bargaining agreements for certified staff. Recommends new or revised contract language. Assists with the analysis and collection of documentation necessary for labor relations negotiations. May participate in the negotiations process. Recommends changes to existing personnel policies, new policies for school board consideration and procedures to meet District goals. Provides direction and advice on issues related to human resource decisions, procedures or strategies. May serve as a grievance officer for certified collective bargaining agreements.	Daily 40%
2.	Effectively administers staffing functions in the areas of recruitment, screening, selection and assignment of certified staff, substitutes, hourly, and certain professional staff. Supports the orientation program, ensuring that new employees receive appropriate information. Conducts recruitment activities and practices, ensuring that the District creates and maintains a diverse and multicultural workforce on a timely basis. Ensures that all State, Federal and contractual guidelines are adhered to regarding employment. Works with District administrators regarding	Weekly 20%

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	workforce planning and meeting staffing needs. Develops and maintains layoff and recall lists for staff.	
3.	Effectively conducts investigations regarding employment-related concerns, such as issues of alcohol and illegal drug use and performance-related issues.	Weekly 10%
4.	Assist the human rights compliance officer for the District regarding receiving complaints of staff-staff or staff-student racial, sexual, or religious harassment, bias, or discrimination. Develops and maintains investigative processes and procedures. May conducts formal investigations of such complaints. May determines appropriate resolutions. Develops, plans and collaborates with District resources regarding follow-up, prevention and intervention strategies. Maintains a database of incidents and dispositions. Reports investigative processes and outcome to the human right compliance officer.	Daily 10%
5.	Performs other miscellaneous human resource management functions such as audits and monitors the professional development of staff, implements and coordinates substitute staffing strategies, serves as the human resource department representative on various committees, including the recruitment and retention subcommittee assists in the development and determination of compensation for staff, and maintains personnel records and employee attendance reporting. Administers and ensures certified staff maintain appropriate areas of licensure. Works with PELSB on special permissions and district verification.	Weekly 10%
6.	Assists with unemployment compensation claim requests for certified staff. Processes appeals and participates in legal hearings related to unemployment compensation.	Weekly 5%
7.	Coordinates and assists in the development of training programs for certified and other employees. Training is conducted in such areas as Title I and special education needs.	Monthly 5%
8.	Performs other duties of a comparable level or type.	As required.

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a bachelor's degree in industrial relations, human resources, personnel administration, labor relations or a closely-related field and at least three years of administrative experience in human resources or a closely-related area; or an equivalent combination of

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education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements:** (prior to job entry):

None required upon entry.

**Knowledge Requirements:**

Requires the ability to effectively interpret and apply knowledge of:

- General knowledge of administering labor agreement provisions.
- State and federal regulations related to the employment of public employees.
- Specific knowledge of various employment-related laws, such as FLSA, ADA, and civil rights laws.
- General knowledge of specific functional areas, such as staffing, labor and employee relations, contract administration, compensation, and unemployment compensation administration.
- General knowledge of human resource management systems especially in the areas of compensation administration, personnel records management, applicant tracking, and substitute employees.
- Human resource planning and management strategies, including data analysis and communication.

**Skill Requirements:**

Skilled in:

- Written and verbal communications, including presentation skills.
- Management skills, including leadership, supervision, organization, prioritization, working with multiple tasks concurrently, analysis, and project management.
- Basic proficiency in using Microsoft-Office, especially Word and Excel, and Google applications.
- Experience with using human resources management system (Skyward)
- Team-building skills, especially the ability to work cooperatively with others, applying methods of conflict resolution, when necessary.
- Ability to maintain effective working and professional relationships, especially with public agencies, private organizations, and labor organizations.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	

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Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

On occasion, displays for career fairs, boxes of materials or files weighing up to 50 pounds must be lifted or carried.

The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<b><u>Vision Requirements:</u></b> Check box if relevant	<b>Yes</b>	<b>No</b>
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

CLASSIFICATION DESCRIPTION

TITLE: Human Resources Manager

Classification reviewed and revised by Penn, Inc., Human Resource Management  
Consulting  
Revised  
~~7.19.2019~~  
~~4.26.2021~~  
8.26.2021