

**HUMAN RESOURCES MANAGER - CERTIFICATED****DEFINITION:**

Under the supervision of the Associate Superintendent and Director of Human Resources, the Certificated Human Resources Manager administers, supervises, and maintains the efficient operation of the District's personnel program. The incumbent is responsible for a variety of complex duties including credentialing and assignment monitoring, personnel records, preparing employment contract/employment letters and processing of certificated staff; will exercise good judgment in the application and interpretation of complex rules and regulations; will provide support to school sites/departments, administrators and staff to ensure compliance with District, State and Federal regulations related to personnel concerns and matters; assists with administration of labor agreements and laws, board policies and administrative regulations; provides supervision and evaluation to assigned personnel and ensures ongoing development and implementation of consistent and equitable personnel procedures that promote the service orientation goal of the department.

**DISTINGUISHING CHARACTERISTICS:**

The incumbent is to serve as a manager in the Human Resources Department, supervise, and assist in coordinating the operations and communications of the Human Resources Department. The incumbent in this position is required to be a flexible individual with strong organizational and detailed skills that is capable of assuming responsibility, learning and applying terms of employment contracts, education and labor code, worker's compensation, health benefit regulations and other laws related to personnel. This position is expected to work independently and must possess a broad understanding and knowledge of the policies and procedures of the office and be able to apply such knowledge in the performance of their assigned tasks and serve as a resource person for school sites/departments, District staff and the community.

**QUALIFICATIONS:**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities could be:

- Training and education from an approved institution with specialization in public administration and three years previous work experience in a Human Resource department, preferably in public schools;
- Graduation from a four-year college with a degree in Human Resource administration, business administration or related field; or
- Four years of increasingly responsible management work in an organization designed to deliver a variety of services with at least two years managing organizational functions.
- A combination of education and related experience may be applied.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees activities related to salary administration, terms of employment, recruitment, interview, selection and hiring process for certificated employees
- Evaluate and monitor certificated staff assignments to ensure compliance as required by the Commission on Teacher Credentialing
- Oversee procedures and manage activities related to applications, examinations, transfers, terminations, layoffs, resignations, vacation, leave of absence, compensation, and certification as applicable for Certificated and Management staff
- Organize reports for departments and school sites of performance evaluations process for all employees, maintaining timelines and follow-up procedures for evaluations.
- Prepare and analyze research data and comparative contract language for use in bargaining to provide for successful negotiations
- Attend workshops and conferences related to the administration and maintenance of the Human Resources department

- Assists the Associate Superintendent and Director of Human Resources in the administration of federal, state, county, and District personnel policies and procedures for certificated employees, while maintaining compliance
- Maintains close contact with all departments/site administrators in planning and anticipating personnel needs of the schools' programs and position control
- Coordinates and supervises the work of human resources staff, as needed
- Confers with employees, supervisors, site administrators, and management on personnel and/or District policy matters
- Calculates and prepares staffing allocation to identify vacancies
- Maintains tenure and seniority lists and responds to inquiries
- May conduct salary surveys and other information gathering for negotiations
- Prepares and monitors information related to assignment and credential compliance, including communication with the Sacramento County Office of Education, and the Commission on Teacher Credentialing
- Administers all aspects of the proper credentialing, licensing, and/or certification of District employees
- Confers with employees, supervisors, site administrators, and management on personnel and/or District policy matters
- Evaluates and accepts or rejects applications in accordance with specified requirements
- Leads the coordination of certificated staffing at schools and departments including layoff, surplus and transfer processes.
- Assists with determination of units or longevity needed for salary advancement.
- Assists with the implementation and maintenance of on-line management information systems in personnel operations
- Assists with the direction of Human Resources record-keeping; administer the maintenance of all district personnel files; plan, design, implement, and continuously assess the personnel record management, storage, and retrieval system
- Advise, interpret, train and orient department and district personnel on appropriate procedures and process related to department operations and bargaining unit contract issues
- Assists in the development of personnel policies, procedures, and practices.
- Assists in preparing annual reports, budgets, and planning for the Human Resources Department.
- Prepares various reports as required by local, state and/or federal agencies; assures compliance with reporting requirements
- Prepares Personnel Action Items to Board Agenda and other related documentation
- Keeps abreast with current Human Resources laws to provide technical assistance and training to ensure correct application of appropriate regulations, laws, and guidelines and appropriate use and understanding of district forms and reports
- Provides excellent customer service by establishing positive relationships with all district departments, applicants, district employees and representatives from outside organizations
- Manages, supervises, and evaluates certificated personnel technicians
- Performs related duties as assigned

**KNOWLEDGE:**

- California Education Code
- Methods and practices of statistical analysis and data reporting
- Principles of public-school Human Resource operations including recruitment, salary administration, credential, licensing, and certification
- School district organization and procedures including board policies and applicable State Education code, rules and regulations related to assigned tasks
- Paperless electronic filing and data collection systems
- Computer based software programs that support this level of work, including but not limited to spreadsheets, data base, and word processing
- Bargaining unit contracts
- Interpersonal skills using tact, patience, and courtesy
- Research methods, report writing and recordkeeping techniques
- Modern office practices, procedures and equipment use

**ABILITIES AND SKILLS:**

- Analyze and compile Human Resources data and prepare related reports
- Perform technical work requiring the exercise of judgment in applying policies and regulations pertinent to the position
- Perform a variety of technical duties involving position control and related budget analyses
- Prepare and process financial, statistical, and accounting reports, documents, records, and materials
- Communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet schedules and timelines
- Work independently and make sound decisions with minimum supervision
- Maintain accurate Human Resources records and files.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with school district officials, employees, employee organizations and the public
- Learn, interpret, apply, and explain rules, regulations, laws, policies, and procedures
- Use sound judgment and remain objective in matters requiring the utmost discretion and sensitivity
- Establish and maintain cooperative and effective working relationships
- Assist in the development and implementation of effective techniques for improving personnel processes
- Learn and maintain proficiency on computers and related equipment and software

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.