

DIVISION HUMAN RESOURCES ADMINISTRATOR  
DIVISION HUMAN RESOURCES ADMINISTRATOR II

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## DEFINITION

Develops, administers, plans, and coordinates a comprehensive integrated personnel system for a Division through managing a personnel services unit. A Division Human Resources Administrator II manages multiple personnel services units. Assists in developing division strategic plans related to human resources and organizational development. Directs division employer-employee relations activities including staff communications, organizational development, employment contract negotiations, discipline, collective bargaining related issues, assignment of personnel, and staffing plans.

## TYPICAL DUTIES

Advises, consults with, and makes recommendations to division administrators on personnel policies, procedures and systems and recommends process improvements in compliance with the Education Code, federal and State laws, and human resources principles and practices.

Assists and advises Division Administrators regarding the development and implementation of organizational communication programs.

Develops and supervises the application of personnel regulations and procedures and evaluates their effectiveness.

Interprets and implements provisions of applicable federal, and State laws, and Personnel Commission rules pertaining to human resources, labor, and employer-employee relations.

Assists in the development of division-wide organization structures and staffing in accordance with the division's strategic plan.

Communicates policies regarding discipline to employees and conducts or supervises investigations on matters regarding suspension, demotion, and discharge.

Acts as a liaison with the Personnel Commission, and Office of Staff Relations and the Office of the Inspector General on classified employee personnel issues.

Advises Division staff on union contracts, labor-management agreements, and grievance procedures.

Participates in personnel services contract negotiations.

Assists the division in determining staff development needs and works with the Organizational Excellence Branch staff in planning, developing, and implementing training programs.

Consults with division managers in developing selection criteria, conducting interviews, and selecting eligible employees.

Coordinates senior management retention and contract processing actions.

Represents the division at meetings with various organizations and employee groups.

Monitors and consults on division disciplinary actions, conducts administrative review meetings, and may represent the division at hearings.

Reviews classification study requests from division staff, and recommends classifications for determining compensation.

Assists in the planning and development of the division's organizational structure, staffing needs, hiring freezes, payroll processing, and budget adjustments.

Plans and administers procedures for handling employee issues, advises supervisors and management staff, counsels employees, and arranges needed assistance for such employees as needed.

Administers the division's employee performance evaluation program as established by the District.

Plans, develops and maintains an employee and contract professional record system, and supervises personnel transaction procedures.  
May administer consulting management contracts, including ensuring contract compliance, contract professional hiring process, funding encumbrance, and invoice processing.  
In addition to the duties of a Division Human Resources Administrator, the Division Human Resources Administrator II:

Directs, reviews, and coordinates the human resources related work of multiple branches for the largest divisions.  
Manages, develops, implements, and administers multiple comprehensive personnel services units, including the management of human resources programs, policies, rules, regulations, and procedures.  
May oversee the coordination, analysis, development, and implementation of various personnel systems.  
Participates in the development and maintenance of the human resources budget and approves expenditures as appropriate.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Division Human Resources Administrator develops and administers a comprehensive integrated personnel system for a Division.

A Division Human Resources Administrator II develops and administers a comprehensive integrated personnel system through managing a multi-branch or Division personnel services group.

A Branch Human Resources Manager plans, administers, and coordinates complex activities related to personnel functions and labor-management agreements and/or performs a combination of highly responsible line and staff duties assisting a branch level administrator in personnel, budgeting, or other staff services functions.

A Human Resources Representative assists an administrator by carrying out a more limited range of personnel-related administrative functions, administering and coordinating personnel and labor relations practices, and performing liaison activities.

## SUPERVISION

General direction is received from the Director of Program Support Services. Supervision is exercised over Branch Human Resources Managers, Human Resources Representatives, and other technical and clerical support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and practices of personnel administration, merit system provisions, organizational development, budget preparation, and supervision  
Provisions of applicable federal, and State laws, regulations, rules and codes pertaining to personnel and collective bargaining  
Negotiation processes, grievance arbitration, and disciplinary procedures  
Principles, methods, and resources for staff training and supervisory and management development  
Computer system capabilities applicable to personnel functions  
Pertinent employee health and safety laws, regulations, and District policies and procedures

Principles and practices of contract and personnel management, organizational development, budget preparation, data analysis and supervision  
Construction and program management hiring processes  
Organization and functional responsibilities of District administration

Ability to:

Explain laws, rules, and collective bargaining agreements to management and supervisory employees in groups and individually  
Develop and revise division policies and procedures relative to personnel administration  
Represent the division in negotiations, arbitrations, hearings, and other meetings  
Recognize, analyze, and deal effectively with personnel problems and issues  
Prepare reports and write clearly, concisely, and convincingly  
Speak clearly, concisely, and effectively  
Work effectively with division administrators, other District personnel and the public  
Work well under pressure of multiple priorities and short deadlines  
Manage through delegation  
Administer, coordinate and supervise personnel functions in a multiple-unit organization  
Supervise, train, and evaluate the work of reporting personnel  
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment  
Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in personnel and public administration, staff development, and labor relations. A Master's Degree in public administration or a closely related field is preferable.

Experience:

Division Human Resources Administrator

Six years of professional-level experience in public personnel administration with at least two years experience in two of the following personnel functions: classification and compensation, labor relations, employer-employee relations, employee grievance resolution or employee selection. Two years of supervisory experience is required. Two years administering professional services contracts is preferred.

Division Human Resources Administrator II

Four years of management-level experience in public personnel administration with at least two years experience in two of the following personnel functions: classification and compensation, labor relations, employer-employee relations, employee grievance resolution or employee selection. The aforementioned experience must have included supervision. Two years administering professional services contracts is preferred.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position.

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