

PERSONNEL MANAGER

DEFINITION

Manages, plans, administers, and supervises the activities of multiple units in the Personnel Commission or Personnel Human Resources Division.

TYPICAL DUTIES

- Manages, supervises, coordinates, and reviews the work of multiple units engaged in the functions of classification and compensation, recruitment and employment selection and assessment, and workforce data analysis.
- Ensures that the employment selection and assessment, administrative and other recruitment, classification, and compensation practices are in accordance with Board policy, Education Code, and fair employment regulations and guidelines, and Personnel Commission rules as applicable.
- Manages and coordinates the promotional selection process for certificated management/ administrative positions or classified positions, based on assignment.
- Facilitates a cross-division approach with various Human Resources or PC offices, the Office of the General Counsel, other appropriate divisions, and/or bargaining groups to remedy specific certification and compliance issues for employees who do not possess the necessary program requirements.
- Devises and implements procedures designed to effectively conduct classification and/or compensation studies and employment selection and assessment processes.
- Supervises and participates in the development or refinement of selection systems as required.
- Oversees and participates in the analysis and evaluation of workforce turnover and need projections for division heads and/ or administrators using statistical techniques and forecasting models.
- Analyzes, evaluates, and interprets legislation and informs other District offices of implications pertinent to their operations and policies and procedures.
- Advises and participates in the development and delivery of training to division heads, administrators, principals, and/ or teachers regarding personnel policies and procedures, administrative selection, classification, and other personnel matters.
- Provides data analysis to District senior staff regarding technical human resources issues such as fairness in employee selection and large scale classification and compensation studies.
- Provides advice to District managers, supervisors, employee organizations, employees, applicants, and others on a wide range of classified personnel management issues and practices.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Personnel Manager administers, plans, manages, and supervises the work of multiple units in the Personnel Commission or Human Resources Division.

The Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

The Personnel Director is responsible to the Personnel Commission for the overall administration of the Merit System for the classified service, including the supervision of the Personnel Commission staff.

SUPERVISION

General direction is received from the Deputy Chief Human Resources Officer or Deputy Personnel Director, or designee. Supervision is exercised over all levels of Human Resources Specialists, other professional, technical, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of public personnel management and equal employment opportunity
- Personnel selection methodology, including test construction, administration, and validation
- Principles of classification and compensation systems and methodology
- Applicable State, federal, and education code laws, regulations, and guidelines
- Applicable Collective Bargaining Agreements
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Principles of organizational design and development, and change management
- Job analysis methods and procedures
- Technical standards and principles of test development and administration, test validation, and interpretation of results
- Principles of talent acquisition, employee on-boarding, training, employee evaluation, and employee relations
- Advanced statistical methods and terminology
- Computer usage in data reduction, analysis and display
- Basic concepts and business applications of data processing systems and procedures
- State and federal guidelines, legislation, and court decisions relating to employment
- Effective management, supervisory, and training principles and techniques
- Best practices in using technology to support human resources functions
- SAP HR Modules

Ability to:

- Work independently, think creatively, and develop viable resolutions to human resources problems
- Plan, schedule, and direct multiple projects, delegate to subordinates, and evaluate operational effectiveness
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Manage time, meet deadlines, and bring closure by following projects to completion
- Work harmoniously and effectively with District administrators, employees, employee representatives, special interest groups, and the public
- Analyze written materials and oral communications
- Communicate effectively orally and in writing
- Prepare effective graphical portrayals of complex data
- Conduct meetings and make presentations
- Motivate and lead employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in one of the social and behavioral sciences. A master's degree in public administration or psychology with emphasis in industrial or organizational psychology, or a related field, is preferable.

Experience:

Five years of professional-level technical human resources experience that includes the development and analysis of a wide range of human resources activities such as classification, compensation, selection, recruitment, or staff development procedures. The above experience must include three years of supervisory experience over two or more concurrent employment functions or as a Senior or Principal Human Resources Specialist within the District.

Special:

A valid California Driver's License.
Use of an automobile.

SPECIAL NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. Exempt from FLSA.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
04-11-16
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