

BRANCH HUMAN RESOURCES MANAGER

DEFINITION

Plans, develops, implements, administers, and coordinates personnel services programs and functions and performs or supervises other staff services for a Branch.

TYPICAL DUTIES

- Directs, develops, establishes, and implements policies and procedures to assure consistency in human resources related activities and administration.
- Confers with and advises administrators, managers, supervisors, and other employees regarding labor agreement and District laws, rules, policies, and procedures to provide resolutions to personnel problems.
- Administers union contract and grievance procedures and interprets labor-management agreements, and Personnel Commission and Board rules.
- Represents the organization in contract negotiations, grievance arbitrations, and disciplinary hearings.
- Consults with employees and their representatives to resolve grievances, protests, and complaints.
- Consults with legal counsel and administrators to resolve issues and litigation involving Title IX, EEOC, worker compensation, reasonable accommodation, Public Employment Relations Board, and other litigation.
- Reviews and approves job analysis related to Worker Compensation claims.
- Develops and supervises programs for management and supervisory development and for special training programs.
- Establishes personnel projections, assists in recruitment, and maintains liaison with Classified Talent Acquisition and Selection Branch to forecast needs for and request for eligibility lists and to nominate individuals to serve as subject matter experts and interviewers.
- Develops procedures and administers processes in accordance with Collective Bargaining Agreements and Personnel Commission rules.
- Participates in the review of operational efficiency and develops processes, methods, and data systems to improve business and service functions.
- Develops plans for implementation of actions affecting organization and employee classification and maintains procedures for position and assignment control.
- Develops and administers evaluation procedures for supervisors and subordinate personnel.
- Confers with management and supervisory personnel to implement equal employment programs.
- Reviews and may approve class descriptions, and prepares duty statements for new positions and classification study requests.
- Confers with other District organizations such as the Personnel Commission, Office of the General Counsel, and the Human Resources Division to coordinate personnel policies and procedures and provide solutions to specific personnel problems.
- Analyzes pending legislation related to personnel matters, advises on potential impact, writes new procedures based on enacted legislation, and consults with the Office of the General Counsel staff on legal questions and may serve as advisor to legal counsel in cases of litigation.
- Reviews and approves Notices of Unsatisfactory Service.
- Assists the administration in developing organizational metrics and key performance indicators.
- May conduct administrative and budgetary analyses and advise administrators on organizational structure, hiring freezes, payroll processing, and budget adjustments.
- May represent the administration in the Administrative Review of a disciplinary matter and recommend action to be taken by the Board of Education.
- May participate on committees or panels to review investigation findings and make recommendations regarding disciplinary or administrative actions.

May represent the organization at Personnel Commission and Personnel Commission Council meetings and the Reasonable Accommodations Committee.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Senior Human Resources Representative performs the same duties as a Human Resources Representative except that a Senior Human Resources Representative manages more complex investigations and exercises more independent judgment.

SUPERVISION

General direction is received from a division or branch administrative head. Supervision is exercised over subordinate supervisors, lower-level technical personnel, and clerical staff or other staff support units.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, budget preparation, resource analysis, personnel administration, and supervision
- California State laws, Personnel Commission rules, and District regulations and policies pertaining to employees and collective bargaining
- Negotiation processes, grievance arbitration, and disciplinary procedures
- Principles, methods, and resources for staff training and supervisory and management development
- Principles and practices of affirmative action programs
- Basic principles of administrative analysis, data systems analysis, and organization and management
- Microsoft Office Outlook, Word, PowerPoint, Publisher, and Excel

Ability to:

- Analyze personnel problems and develop and implement changes in policies and procedures
- Explain laws, rules, and collective bargaining agreements to management and supervisory employees in groups and individually
- Work effectively with officials of the District, employees, employee organization representatives, and personnel outside the District
- Represent the organization in negotiations, arbitrations, hearings, and other meetings
- Collect and analyze data and present effective oral and written reports
- Supervise and train subordinates

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in personnel and public administration, psychology, staff development, and labor relations. Additional experience may be substituted for two years of the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience in a variety of professional personnel administration or labor relations assignments, such as position classification, wage and salary determination, employee selection, employee relations, labor contract development and administration, personnel research, employee grievance and resolution, and the development of personnel rules, policies, and procedures.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA

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 to change typical duties of a position at any time.

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