

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Confidential

Class Codes

HUMAN RESOURCES REPRESENTATIVE	5044
SENIOR HUMAN RESOURCES REPRESENTATIVE	5059

DEFINITION

Assists administrative personnel in a large organizational unit by planning, initiating, and coordinating activities in such areas as personnel management, staff development, and related staff functions.

TYPICAL DUTIES

- Advises administrators, supervisors, and employees regarding merit system rules and procedures, assignment procedures, collective bargaining agreements, grievances, disciplinary actions, discrimination complaints, and other personnel matters.
- Confers with employees and their representatives in efforts to resolve problems of employer/employee relations.
- Investigates employee disciplinary problems and recommends and initiates appropriate action.
- Investigates employee complaints of harassment or discrimination filed with the District or governmental agencies and recommends and initiates appropriate action.
- Advises compliance with leaves of absence in accordance with State and federal laws including but not limited to, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), disability, and workers compensation; and determines employees eligibility for leaves of absence.
- Participates in reasonable accommodation meetings with employees requesting to return to work after a medical leave of absence.
- Determines employee training needs and arranges for or conducts training sessions.
- Reviews position descriptions for accuracy, completeness, and appropriateness of action or request.
- Maintains records on disciplinary actions, grievances, Public Employment Relations Board (PERB), discrimination complaints, and related matters.
- Contacts Personnel Commission offices in order to request examinations and assignments of personnel.
- Confers with representatives of the Office of Labor Relations regarding collective bargaining proposals, history, and contract interpretation.
- Conducts special studies regarding community payroll practices, personnel policies, and organizational structures in other public agencies.
- Conducts and monitors grievance proceedings and responds for the administration.
- Represents a division or branch at disciplinary hearings and in arbitrations.
- Provides assistance through documents and/or testimony to other operating departments with regard to legal/administrative proceedings.
- Represents a branch in the implementation of the federally mandated drug testing, worker's compensation cases and lawsuits, and early return to work.
- May represent a division or branch at a variety of meetings, such as those of the Personnel Commission and labor/management.
- May conduct interactive process meetings.
- May coordinate bidding procedures for school bus routes.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Representative assists an administrator by administering and coordinating personnel practices and performing other professional-level tasks.

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.

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 Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

SUPERVISION

General supervision is received from an administrator. Supervision may be exercised over lower level professional and support personnel. Technical supervision may be exercised over the application of personnel policies and procedures.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, policies, and practices of public personnel administration
- Merit System and related provisions of the California Education Code, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act, California Family Rights Act, Labor, and other codes, laws, rules, policies, procedures, and union contracts pertaining to classified employees of the District
- Principles of equal opportunity employment
- Principles and techniques of skill training, supervisory techniques, and career development

Ability to:

- Formulate and express ideas clearly and concisely in written and oral presentations
- Train and advise staff on human resources principles
- Utilize investigative, information gathering techniques
- Work harmoniously and effectively with District administrators, employees, and union representatives using tact, patience and courtesy
- Use computers with Microsoft operating systems and word processing and spreadsheet software
- Work independently on complex assignments

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in personnel administration, industrial psychology, school business management, and public or business administration. Additional experience may be substituted for two years of the required education on a year-for-year basis.

Experience:

Human Resources Representative

Three years of experience in a professional-level staff position, including two years of technical personnel experience. A master's degree in public or personnel administration, industrial organization or industrial psychology, or a law degree from a recognized college or university may be substituted for one year of the professional-level experience.

Senior Human Resources Representative

Four years of experience in a professional-level staff position, including three years of technical personnel experience, preferably in discipline policies and procedures that included analyzing and interpreting human resources regulatory compliance, and investigating, analyzing, and resolving disciplinary matters and complaints. A master's degree in public or personnel administration, industrial organization or industrial psychology, or a law degree from a recognized college or university may be substituted for one year of the professional-level experience.

Special:

A valid California Driver License.
Use of an automobile.

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
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