

## HUMAN RESOURCES OFFICER

### DEFINITION

Manages a unit of the Office of the Personnel Commission engaged in assignment related functions and personnel records maintenance for District classified employees on a District-wide basis, ensuring conformance with federal and State employment related laws, Personnel Commission rules, policies, and collective bargaining agreements.

### TYPICAL DUTIES

Ensures that assignment transactions conform with federal and State employment related laws, Personnel Commission rules, policies, and collective bargaining agreements.

Administers assignment transactions and record keeping functions for all District classified employees by supervising, planning, and coordinating such activities as:

- Processing requests for assignment transactions, including the implementation of salary changes and retroactive compensation for non-routine requests and Personnel Commission authorized actions such as reclassifications, reallocations, and salary differentials;
- Applying Education Code provisions, Personnel Commission rules, collective bargaining agreements, personnel guidelines, and policies to assignment transactions;
- Maintaining confidential employment eligibility lists and certifying eligible candidates to appointing authorities; processing reassignments, changes of location, transfers, promotions, demotions, leaves of absence, layoffs, separations, and retirements; and
- Maintaining assignment packets, service folders, and other confidential personnel records.

Analyzes and/or participates in the resolution of complex, unusual, urgent, or especially sensitive assignment transactions, such as processing separations and employee transfers which may involve unions, administrators, and other departments in accordance with federal and State employment related laws and Personnel Commission rules.

Acts as a liaison amongst branches of the Personnel Commission to help meet the urgent needs of departments and schools, such as requests for new employment eligibility lists.

Interprets and applies federal and State employment related laws, Personnel Commission rules, collective bargaining agreements, policies, and procedures related to personnel practices to District personnel, and the public.

Reviews and approves documents related to illness, injury, military, and pregnancy disability leave to ensure that federal and State employment related laws and Personnel Commission rules related to leaves are followed; contacts medical practitioners and others for information; and authorizes or denies extensions of leaves and returns to duty.

Reviews applications and resumes verifying entrance qualifications as determined by the Personnel Commission are met for leave-to-higher assignments.

Performs a variety of staff duties, including analyzing and recommending changes in Personnel Commission rules, policies, procedures, and communications; and preparing special reports.

Recommends and may conduct personnel management activities for subordinate staff, including training sessions on laws, policies, and procedures that affect the processing and assignment of classified employees, and payroll personnel procedures.

Represents the Personnel Commission in collective bargaining sessions.  
Meets with various groups such as union representatives, principals, School Administrative Assistants, and external stakeholders to inform them of changes in employment laws, District policies, and other issues that may affect the assignment process.  
Monitors employees reviewing their own service folders to ensure the proper handling of confidential material and to answer any inquiries.  
Acts as the Supervising Assignment Technicians in their absence, managing the respective assignment units.  
Participates in the recruitment of employees for substitute assignments.  
Selects employees, establishes office procedures, reviews workload, schedules and production, and evaluates job performance.  
May serve as the Assistant Director, Personnel in charge of Classified Employment Services or the Classified Assignments Coordinator in case of absence.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Officer manages a unit engaged in assigning personnel; applying personnel rules, policies, and collective bargaining agreement provisions; and maintaining personnel records.

The Assistant Director, Personnel plans, directs, administers, and coordinates multiple areas of the Personnel Commission.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and employment selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees.

## SUPERVISION

General direction is received from an Assistant Director, Personnel. General supervision is exercised over technical and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Education Code provisions, Personnel Commission rules, regulations, policies, procedures, and collective bargaining agreements pertaining to classified employees
- Principles of public personnel administration
- Organization and functions of the District
- District job classifications and required qualifications
- Concepts of employee discipline
- Principles of supervision and training
- Principles and practices of affirmative action programs
- Basic principles and procedures of data processing and payroll systems
- SAP

### Ability to:

- Understand and apply the concepts and procedures of affirmative action oriented employment programs
- Plan, organize, and coordinate complex activities
- Supervise, train, and evaluate employees
- Formulate and express ideas clearly both orally and in writing

Exercise tact and judgment  
Establish and maintain rapport with District personnel and the public  
Identify, analyze, and solve a variety of personnel staffing problems  
Effectively navigate through SAP and process transactions  
Operate a personal computer  
Use Microsoft Word, Excel, Outlook, and Power Point

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for up to 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 professional personnel work that included the development or application of personnel rules, policies, and procedures.

### 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.

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