

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES MANAGER

Management Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

GENERAL DESCRIPTION

Under the direction of the Vice Chancellor, Human Resources, the Human Resources Manager administers the recruitment, selection, and employment process in compliance with Federal and State laws, District's policies and procedures, collective bargaining agreements, and staff diversity.

The Human Resources Manager also serves as a resource to management and staff on the computerized integrated system (Banner); assists in the research and implementation of the collective bargaining agreements as they relate to employment matters; supervises the maintenance of confidential and sensitive personnel records and files; provides training and consultation to employees in areas related to employment; and performs a variety of tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Manager may perform any of the following duties:

1. Provides information and training in Human Resources processes and procedures, and provides technical assistance and information to departments and other divisions within the District on these matters;
2. Ensures that the recruitment and selection process for all District classifications is in full compliance with both federal and state rules, regulations and guidelines;
3. Assists in the development and maintenance of classification, reclassification, and salary structures including development and maintenance of job descriptions;
4. Reviews district-wide personnel action recommendations as delegated;
5. Manages all aspects of personnel records administration for the District, including personnel files and electronic records;
6. Serve as the unit liaison to District Information Technology Services; communicate programming requirements and facilitate programming modifications and upgrades;
7. Responsible for the accurate administration of the Human Resources Integrated System (HRIS) database (Banner); provides training and direction to Human Resources staff on the Banner database and applicable reports related to employment; interacts and serves as department liaison with the Information Technology staff to develop, enhance, and modify departmental computing hardware and software;
8. Oversees process and management of the application tracking system; develop and provide district-wide training;
9. Coordinates and monitors the employee evaluation process as assigned;

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10. Participates in the preparation of documents and reports to the Board of Trustees on personnel recommendations, including salary schedules, job descriptions, employment actions, and other related matters;
11. Supervises the employment eligibility process including completion of background checks (e.g., references, fingerprinting), I-9 Employment Eligibility Verification, tuberculosis testing, and physical examinations;
12. Develops, recommends, and implements policies and procedures related to employment; prepares and maintains documentation on policies, procedures, laws, and regulations;
13. Assists in the development and administration of the Human Resources budget and expenditures;
14. Participates in development of Human Resources goals, objectives, and systems; participates in management and staff meetings; attends seminars and conferences; provides information as necessary to staff, public, and other agencies;
15. Works closely with the Benefits staff to ensure efficient and coordinated operation of benefits and payments;
16. Works closely with Payroll and Employment staff to ensure efficient and coordinated operation to ensure proper salary payments;
17. Utilizes system database and other computerized resources to prepare a variety of statistical and analytical reports as required, including state employee data;
18. Oversees process and work closely with the Vice Presidents of Academic Services, Vice Presidents of Student Services, and Deans for seniority including faculty tenure-track ranking and faculty adjunct seniority;
19. Coordinates and directs the District Random Drug Testing Program in compliance with the Regulations for Commercial Motor Vehicle Drivers and ensure District compliance with the Federal Regulation; coordinates with District's contracting agency for the testing of covered employees; maintains confidential records of test results, statistical data for audit purposes and reports;
20. Coordinates the Human Resources process for classified seniority hours;
21. Work closely with the colleges, departments, and unit offices to meet their service requirements and needs;
22. Participates in negotiations with classified and faculty bargaining units, as needed;
23. Attend meetings of the Board of Trustees and serve on District committees; and
24. Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Demonstrated knowledge of:

1. Principles of management, supervision, and personnel administration;
2. Applicable laws, rules, regulations, codes and statutes relating to personnel management for a public institution;
3. California Education Codes, Federal and State Laws and Regulations; and California Government Regulations that relate to the human resource function, collective bargaining, and employee relations in a Community College;
4. Equal employment opportunity, workforce diversity, discrimination, harassment, and compliance and human resources operations;

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5. Human resources information systems;
6. Salary and classification administration;
7. Use of information technology in the administration of a Human Resources unit; and
8. Statistical and research methods and effective reporting protocols.

Demonstrated ability to:

1. Develop and maintain a strong service orientation;
2. Gather and analyze data and situations and make appropriate decisions;
3. Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements;
4. Supervise and direct the work of assigned staff to achieve the goals of the employment function as a part of the Office of Human Resources;
5. Communicate with technical and non-technical users clearly and concisely, both orally and in writing;
6. Prioritize work while maintaining a high-level of customer service;
7. Work effectively in a collegial teamwork environment;
8. Maintain a variety of complex and confidential files and records;
9. Respond to requests and inquiries from employees;
10. Establish and maintain effective working relationships with those contacted in the course of work;
11. Maintain absolute confidentiality of sensitive information and work performed; and
12. Effectively communicate with others and ability to develop and deliver proactive training in recruitment and employment.

Demonstrated skills that include:

1. Strong interpersonal skills;
2. Excellent organizational skills and initiative to improve processes;
3. Technical human resources knowledge and analytical skills; and
4. Excellent computer proficiency in the use of word processing and spreadsheets.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Qualified candidates will possess a Bachelor's degree from an accredited four-year college or university, plus three (3) years human resource experience in the public sector, preferably in higher education. In addition, qualified candidates must have at least one (1) year experience in a supervisory or management position in public sector human resources.

Functional experience working with an integrated HRIS system, such as Banner, Datatel, PeopleSoft, or similar systems in an educational environment.

Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Desired Qualifications:

Human Resource experience in higher education, preferably in the California community college system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is required to have the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-30 pounds. Requires sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. The employee frequently is required to sit, reach with hands and arms, talk, and hear.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Human Resources Manager shall be selected by the Governing Board upon the nomination of the District Chancellor.