

## Southern Kern Unified School District Position Description

Position Title: Human Resource Supervisor

Department: District Office

Reports To: Superintendent

Prepared By: Staff

Approved By: Board of Education

Date: March 9, 2016

**SUMMARY:** Under general direction of the Superintendent, assists in the planning, coordination, direction and administration of technical, specialized and advisory services related to the overall operation of the Human Resources Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Plan, organize, administer, and participate in the daily operation of the Human Resources Department
- Provide technical support, assistance and training, and supervise the work of the Human Resources staff
- Classification and compensation, recruitment and testing processes, staff development, special projects and other operational services
- Coordinate and participate in conducting classification and compensation studies
- Calculates initial salary schedule placement and prepares employment contracts
- Research and prepare job descriptions for Board of Educator's approval
- Communicate with all levels of staff through bulletins, reports, emails and other means to inform of legal developments, deadlines, revisions to policies or other human resource related matters
- Assist in the interpretation and explanation of rules, regulations policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluations
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements and implement modifications for work simplification
- Represent the department at a variety of meeting, conferences, presentations and workshops
- Manage special and ongoing services such as, new employee orientation, employee recognition and the employee separation process
- Develop and maintain district positions, coding and budget in Position Control (QSS)
- Oversee Workers' Compensation claims
- Serves as Custodian of DOJ: Criminal Offender Record Information (CORI).
- Acts as credential information source for all certificated employees of the district. Reads, interprets, researches, explains and applies state laws and Commission on Teacher Credentialing (CTC) rules, regulations, policies and procedures
- Prepares annual assignment monitoring reports, Williams' Compliance assignment monitoring reports, annual CTC Statement of Need, NCLB Monitoring and all other reports related to credentialing
- Develops a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of ensuring compliance with legislative requirements

- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- Coordinating the acquisition of medical, dental, vision insurance coverage and flexible fringe benefit programs
- Maintenance of employee benefits records
- Conducts training of District personnel in the understanding and utilization of employee benefits information
- Planning and organizing activities related to group health, group life, dental, vision, flexible fringe benefits
- Reviewing and assuring compliance with Federal and California Statutes as it effects employee benefits
- Maintaining a system of procedures to administer the employee fringe benefits program
- Keep current of changes and trends in human resource management; attend conferences and workshops
- Assist with Livescan
- Other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

- Supervises, coordinates, plans, organizes, and oversees all functions, and operations of the Human Resources department.
- Supervises and assists with work performance evaluations of Human Resource staff.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Minimum of one year experience in employee benefits procedures.
- Four or more years of significant, directly related and progressively responsible experience in the public sector.
- Minimum of two years of experience in Human Resources or related field
- Minimum of one year experience in employee benefits procedures

**SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

**KNOWLEDGE:** Principals, practices, problems and techniques of organization, administration, and public personnel administration. Principal and techniques of employee selection, supervision, training, performance evaluation, recruitment, examination, position classification, and salary administration. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulations & laws related to the job functions; bookkeeping/accounting practices; English grammar/punctuation/ spelling/vocabulary; office equipment/software; organizational structure design; and office practices.

**ABILITY:** To interpret and apply appropriate laws, codes, rules and regulations. Formulate and execute decisions involving complex issues. Recognize the need for policy changes and

develop appropriate policy recommendations. Organize, prepare, and summarize data for presentations and reports. Design and implement recruitment, examination, and selection strategies and procedures.

**LANGUAGE SKILLS:** Ability to read a variety of correspondence, reports, ordinances, forms, charts, etc. Requires the ability to prepare correspondence, reports, budgets, personnel records, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and/or signal people to convey or exchange information; includes giving instructions, assignments or directions to subordinates or assistants. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**OTHER SKILLS and ABILITIES:** Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the district community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here 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 functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*