

TITLE: HUMAN RESOURCES SUPERVISOR

JOB GOAL: Under the direction of the Director of Human Resources, conducts and supervises a wide variety of Human Resource operational functions. Evaluates employee transcripts, conducts employee orientations, analyzes teacher and administrative credentials, maintains confidential certificated staff and classified employee files and participates in decisions regarding divisional matters. Assists administrators and employees as needed.

QUALIFICATIONS

Knowledge of:

1. Basic English usage, writing and math.
2. District organization, operations, policies and objectives.
3. Effective public speaking techniques.
4. Office software systems.
5. Federal, state, and local laws, codes, and statutes related to Human Resources, hiring and employee rights.
6. Maintaining confidential information relating to personnel.
7. Interpersonal skills using tact, patience and courtesy.
8. Knowledge of ADA, CFRA and FMLA employee laws.
9. Knowledge of current state teacher/administrative certification requirements
10. Principles and practices of supervision and training.
11. Safety and workplace rules and regulations.

Ability to:

1. Professionally perform Human Resources duties in an efficient, professional and courteous manner.
2. Understand collective bargaining and employee contracts.
3. Perform responsible, technical duties requiring independent judgment, initiative and procedural accuracy.
4. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
5. Analyze data and make appropriate recommendations.
6. Cultivate and model a respectful working and learning environment for divisional employee that will optimize teamwork.
7. Perform a variety of specialized, complex clerical and technical duties concerning employment of personnel involving use of independent judgment, with accuracy and speed.
8. Independently oversee and perform complex Human Resources functions.
9. Process personnel actions including but not limited to hiring, leaves of absence, changes in status, terminations and retirements.
10. Communicate effectively both in both oral and written forms.
11. Conduct workshops and presentations.
12. Efficiently and effectively plan and organize work.
13. Establish and maintain effective rapport with perspective employees and community.
14. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to (continued)

15. Effectively communicate in both oral and written language.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Interpret and apply provisions of State Education and Labor Code and various regulatory agencies.
18. Keep confidential records and prepare accurate records.
19. Meet schedules and timelines.
20. Have regular and punctual attendance.
21. Respectfully follow all District policies, work procedures and reasonable requests by proper authority.
22. Operate office machines and equipment including a telephone, scanner, copier, personal computer and other office technology.
23. Prepare narrative and statistical reports as required.
24. Present and maintain a pleasant appearance and demeanor.
25. Read, interpret, apply and explain rules, regulations, policies and procedures.
26. Receive and give information over the telephone or in person in a courteous manner.
27. Work both collaboratively and independently.
28. Work successfully with diverse groups of people.

Training and Experience:

1. Bachelor's Degree or higher in Personnel Administration or other field of study from an accredited university or college.
2. Three (3) years of Human Resource experience desired, preferably in a California public school district personnel department or any combination of public employment training and experience that could likely provide the desired knowledge and abilities is required.
3. Good work history demonstrating dependability and reliability.

REPORTS TO: Director of Human Resources or designee

ESSENTIAL FUNCTIONS

1. Cognizant of legally mandated timelines; devises and implements procedures necessary to maintain personnel functions and initiates personnel actions in accordance with District policies and legal requirements.
2. Initiates and facilitates a schedule of hiring events that ensure a timely and proper system of employing new employees.
3. Makes recommendations regarding new hires and recommendations to management for revisions to the Collective Bargaining Agreement.
4. Counsels applicants concerning a variety of requirements and assists them in obtaining necessary documentation and certificates.
5. Assists as directed in employee negotiations and research projects and the preparation of special reports.
6. Processes employee payroll in the employee management system.
7. Oversees and supervises select Human Resource staff.
8. Represents the District on the classified reclassification committee.
9. Initiates and prepares necessary forms, applications and letters in support of employment requirements and conditions, collecting and forwarding any applicable fees.

ESSENTIAL FUNCTIONS (continued)

10. Maintains a filing system and record trail on all personnel transactions.
11. Independently oversees and performs complex Human Resources operational functions critical to the function of the Human Resources division.
12. Supervises and maintains Human Resource functions, files and records.
13. Plans, schedules and delivers the initial employee orientation.
14. Provides training and in-service for staff.
15. Identifies Human Resources business requirements and works collaboratively with vendors, business partners and other key departments to deliver solutions meeting the needs of Human Resources and the District.
16. Keeps informed of District and State rules and regulations regarding public records, disclosure of such records and employee rights.
17. Keeps up to date on current state certification requirements for the purpose of ensuring compliance with current regulations.
18. Provides leadership and training to Human Resources staff and District staff on systems and processes
19. Monitors employee credentials/assignments and provides direct services to employees as assigned.
20. Oversees and supervises select Human Resource staff.
21. Pursues professional development of skills and knowledge necessary for the effective performance of the position.
22. Attends local and State meetings and trainings related to Human Resources.
23. Participates in the selection, assignment and evaluation of assigned personnel and assists in or establishes duties and work schedules for employees.
24. Participates in workshops, in-service training, seminars and conferences.
25. Provides on-the-job training and instruction of personnel to develop maximum efficiency and safety.
26. Compiles data and reports for a variety of sources (e.g., payroll, budget, applications, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
27. Monitors confidential Human Resource employee information.
28. Serves as a liaison to committees and/or organizations on behalf of the Human Resources Director for the purpose of conveying and/or gathering information required for District operations.
29. Performs other duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to kneel or squat for extended periods of time.
6. Able to climb slopes, stairs, steps, ramps and ladders.
7. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.

PHYSICAL ABILITIES (continued)

- 13. Able to exhibit full range of motion for shoulder extension and flexion.
- 14. Able to exhibit full range of motion for back lateral flexion.
- 15. Able to exhibit full range of motion for hip flexion and extension.
- 16. Able to exhibit full range of motion for knee flexion.
- 17. Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard at the required speed and accuracy in a safe and effective manner.
- 18. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The Director of Human Resources or designee will complete the evaluation.

Approved by: Board of Education
Revised:

Date: March 8, 2018
Date: June 16, 2022

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.