

## **SUPERVISOR, HUMAN RESOURCES**

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### **DEFINITION:**

Under the direction of the appropriate administrator, the Human Resources Supervisor is responsible for managing the core human resources functions, provide direction and support of daily operations, supervise staff, and coordinate other programs and services in support of the human resources functions. Supervisory responsibilities include planning, organizing, assigning, and evaluating the work of direct reports; developing and maintaining collaborative working relationships with district divisions and departments; implementing changes to human resources procedures, serving as the responsible administrator in the absence of the Vice President and performing related work as assigned to maintain operations in the Human Resources department.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Coordinate and supervise the daily operations of the Human Resources Department including on-boarding, employee performance management, employee recognition programs, equal employment and diversity outreach, compensation and classification surveys, personnel processing and recordkeeping, leaves management, budget and program review, and employee benefits and wellness programs.
- Recruit, interview, recommend hires, and train new staff; oversee scheduling assignments, and the daily workflow of the department; provide constructive and timely performance evaluations.
- Provide support and guidance to Human Resources staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as negotiations, providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Oversee the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants from diverse backgrounds; collaborates with department managers to understand the skills and competencies required for openings.
- Direct the administration of the District's health and welfare benefits program including medical, dental, life, vision, and employee assistance programs; COBRA management; flexible spending accounts; and deferred compensation and retirement (CalPERS and CalSTRS).
- Coordinate, develops and delivers trainings, workshops and presentations on a variety of human resources topics, procedures and departmental services.
- Provide the direction and development of new employee orientation and onboarding programs.
- Participate in the maintenance of the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
- Direct the processing of personnel transactions, new hire employment authorizations, employee onboarding and separation and recordkeeping.
- Direct the administration, implementation, oversight and compliance of all types of employee leaves management and processing; and short-term/long term disability claims.
- Maintain current knowledge of new and pending legislation related to human resources and risk management; assist in the development, review and implementation of appropriate programs and procedures to assure continuing compliance.
- Direct the administration of unemployment insurance claims.

- Participate in the development and administration of the Human Resources Division annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitors performance against the annual budget.
- Responsible for the accurate administration of the Human Resources Information System database; provides training and direction to Human Resources staff on the 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.
- Oversee process and management of the application tracking system; develop and provide district-wide training.
- Coordinate and monitor the employee evaluation process as assigned.
- Participate 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.
- Supervise the employment eligibility process including completion of background checks (e.g., references, fingerprinting), I-9 Employment Eligibility Verification, and tuberculosis testing.
- Develop, recommend, and implement policies and procedures related to employment; prepare and maintain documentation on policies, procedures, laws, and regulations.
- Analyze trends in compensation and benefits; research and propose competitive pay programs to ensure the organization attracts and retains top talent.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee evaluations, disciplinary meetings, terminations, and investigations.
- Participate in the development of department operational goals, objectives, standards, and systems.
- Review personnel action recommendations as delegated.
- Manage all aspects of personnel records administration for the District, including personnel files and electronic records.
- Supervise communication with vendors, such as the Districts contracted risk management vendors and government agencies involved with risk management to exchange information, assures compliance with applicable laws and regulations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to ensure compliance.
- Prepares and maintains a variety of records and reports.
- May serve on or lead various committees.
- Oversee the development, updates, design and maintenance of the Human Resources website.
- Participate in development of Human Resources goals, objectives, and systems; participate in management and staff meetings; attend seminars and conferences; provide information as necessary to staff, public, and other agencies.
- Coordinate and direct the district Random Drug Testing Program in compliance with the Regulations for Commercial Motor Vehicle Drivers and ensure District compliance with the Federal Regulation; coordinate with district's contracting agency for the testing of covered employees; maintain confidential records of test results, statistical data for audit purposes and reports;
- Provide support in employee investigations including supporting Title IX coordinator with investigative processes for employee complaints as directed, including conducting investigations and serving in an official Title IX.
- Participate in negotiations as needed.

- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Knowledge of:

- Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.
- Methods, terminology, principles, practices and procedures used in benefits management and administration.
- Principles and practices of job development, evaluation, and classification techniques.
- Compensation principles, practices, methods and techniques.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of records and personnel file management.
- Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.
- Equal employment opportunity, workforce diversity, discrimination, harassment, and compliance and human resources operations.
- Human resources information systems.
- Salary and classification administration.
- Use of information technology in the administration of a Human Resources unit.
- Statistical and research methods and effective reporting protocols.

### Skills and Abilities:

- Oversee and participate in the management of a comprehensive human resources management program.
- Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, projects consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

- A bachelor's degree in public administration, human resources, business administration or related field.
- Three (3) years of progressively responsible professional human resources experience including one (1) year in a lead or supervisory capacity.
- Sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

*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*

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; vision sufficient to read computer screens and handwritten and printed documents; and speech and hearing to obtain and relay information. Work is performed primarily in a standard office setting with occasional travel between sites. Position may require occasional work outside of normal business hours including evenings and weekends.