



## Human Resources Supervisor

### Management Range: I3

Board Approved: 04/12/18 P. 1|3

*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; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Human Resources Supervisor is responsible for helping manage the core human resources functions, provide direction and support of daily operations, supervise staff, and coordinates other programs and services related to an in support of the human resources functions.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Coordinates the day-to-day operations of the Human Resources Department including on-boarding, pre-employment testing, 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, employee benefits and wellness programs, and supervise Human Resources staff.
2. Directs 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).
3. Coordinates, develops and delivers trainings, workshops and presentations on a variety of human resources topics, procedures and departmental services.
4. Provides the direction and development of new employee orientation and onboarding programs.
5. Coordinated and participates in the training the users; performs regular workshops and in-services;
6. Participates 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.
7. Directs the processing of personnel transactions, new hire employment authorizations, employee onboarding and separation and recordkeeping.
8. Directs the administration, implementation, oversight and compliance of all types of employee leaves management and processing; and short-term/long term disability claims.
9. Maintains current knowledge of new and pending legislation related to human resources and risk management; assists in the development, review and implementation of appropriate programs and procedures to assure continuing compliance.
10. Directs the administration of unemployment insurance claims.
11. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies.
12. Coordinates the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
13. Serves as the department lead in the continued implementation of the Human Capital Management System, facilitate continued modification following implementation and training.



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14. Supervises 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.
15. Ensures compliance, organized recordkeeping management, and effective use of resources and systems.
16. Oversees the development, updates, design and maintenance of the Human Resources website.
17. Performs other duties as assigned.

### **QUALIFICATIONS**

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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.

#### **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.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of lower level staff.
- 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 a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- 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.



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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree in public administration, human resources, business administration or a related field.

#### **Required Experience:**

Three (3) years of professional human resources experience including one (1) year in a lead or supervisory capacity.

#### **License and Certification:**

Valid California Driver's License.

#### **Preferred Experience:**

Experience in the California Community College system or in public higher education.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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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.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** 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; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.