CONFIDENTIAL HUMAN RESOURCES OFFICER

DEFINITION

Under the direction of the Director, Human Resources, plans, administers and coordinates the operational and directive functions of the District's Human Resources division, which includes recruitment and employment functions.

TYPICAL DUTIES

Assists the Director, Human Resources, in the general operation of the department, with special emphasis in the areas of recruitment and/or employment management; develops, organizes and directs a comprehensive human resources program for various employment categories, which may include directing the recruitment, selection and placement activities of the District; supervises and/or performs the technical processes of developing job descriptions and announcements, recruiting through advertising and personal contact, screening applications and providing statistical analysis of recruitment programs. This classification is primarily assigned to one of two functional areas in human resources operations:

Recruitment: Coordinates and supervises all recruitment processes of the district including the maintenance of the Human Resources website; the coordination of such activities as job fairs and various recruitment presentations; the coordination of job postings; oversees the development and/or revision of job descriptions; performs job analyses; recommends classification; prepares specifications; trains, supervises and evaluates the performance of assigned personnel; may perform duties of assigned personnel, as needed; serves as the liaison between Human Resources, Information Technology and Fiscal Services departments.

Employment: Coordinates and supervises the employment function of the department; serves as the lead of the Human Resources document imaging system; serves as a liaison between Human Resources and Information Technology and Payroll & Benefits departments; prepares and reviews documents pertaining to salary placement of personnel including contracts, college transcripts and experience records; ensures all employment process procedures are completed as prescribed; trains, supervises and evaluates the performance of assigned personnel; may perform duties of assigned personnel, as needed.

Both: Conducts workshops on appropriate human resources practices; explains district policies and procedures as they pertain to human resources practices. Assists in the development of human resources policies, procedures and programs; prepares studies which serve as guidelines for improving human resources practices; develops and recommends procedures for use in human resource information systems; prepares reports, correspondence, bulletins and memorandums; conducts research related to human resources issues. May serve as a member of the District's negotiating teams; assists in the preparation of materials for collective bargaining; assists the Director, Human Resources, with grievance and complaint procedures and in resolving problems arising from unsatisfactory performance of classified staff and recommends appropriate action to the Director; performs other duties as required.
QUALIFICATIONS

EXPERIENCE
Three years of experience related to the representative duties of the position.

EDUCATION
A bachelor's degree from an accredited college/university with a major in business, human resources/personnel administration, public administration or related field; OR an associate's degree from an accredited college/university with a major in business, human resources/personnel administration, public administration or related field, and two additional years of qualifying experience.

KNOWLEDGE OF
Human resources management practices and procedures; human relations and dynamics; principles of negotiations; employee development techniques; supervision and training; management information services related to human resources; laws pertaining to employment in public education; document imaging and website maintenance.

ABILITY TO (ESSENTIAL FUNCTIONS)
Perform the basic functions of the position; plan, organize and direct the work of others; work effectively with individuals and groups; analyze situations accurately, identify appropriate solutions and take action; develop and maintain credibility with employees and bargaining unit; develop and maintain a strong service orientation; communicate effectively, both orally and in writing with the public and staff.