

CONFIDENTIAL HUMAN RESOURCES OFFICER

Series Specification

Confidential Human Resources Officer Senior Confidential Human Resources Officer

DEFINITION

Under the direction of the assigned administrator, plans, organizes and coordinates the recruitment and employment operations of the District's Human Resources Department.

DISTINGUISHING CHARACTERISTICS

Confidential Human Resources Officer: The Confidential Human Resources Officer is an experienced supervisor, who performs duties overseeing Districtwide recruitment functions.

Senior Confidential Human Resources Officer: The Senior Confidential Human Resources Officer is an experienced supervisor, who performs duties overseeing the most complex employment transactions, assuring compliance with a wide variety of rules, regulations and contracts regarding employment functions of the District.

TYPICAL DUTIES

Confidential Human Resources Officer: Supervise, coordinate and perform the recruitment functions of the District; oversee maintenance of the Human Resources recruitment website; develop, organize and direct a comprehensive human resources program for various recruitment categories, including recruitment and selection activities of the District, and coordination of activities such as job fairs, recruitment presentations and job postings; supervise and perform the technical processes of developing job postings, recruiting through advertising and personal contact, screening applications and providing statistical analysis of recruitment programs.

Senior Confidential Human Resources Officer: Supervise, coordinate and perform the employment functions of the District; oversee maintenance of the Human Resources employment website; disseminate, analyze and implement changes to policy or procedures that impact human resources related to areas such as retirement programs (CalPERS, CalSTRS, PARS) and collective bargaining agreements; develop, organize and oversee salary placement activities, including balance of contracts, transcript and work experience review, experience records, and preparation of board agendas; oversee employment records management.

Both: Train, supervise and evaluate assigned staff; conduct workshops on human resources practices; explain District policies and procedures as they pertain to human resources practices; assist in the development of human resources policies, procedures and programs; prepare studies which serve as guidelines for improving human resources practices; perform job analyses; recommend classification; supervise and perform the technical processes of the development of job descriptions; develop and recommend procedures for use in human resource information systems; prepare reports, correspondence, bulletins and memorandums; conduct research related to human resources issues; serve as a liaison between the Human Resources Department and other departments; assist in the preparation of materials for collective bargaining; assist the department Directors with grievance and complaint procedures and in

resolving problems arising from unsatisfactory performance of classified staff and recommend appropriate action to the Directors; may serve as a member of the District's negotiating teams; assist with investigations; perform other duties as required.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any field. Three years of experience related to the duties of the position.

(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

A bachelor's degree from an accredited institution with a major in business, human resources/personnel administration, public administration or related field; **OR**, a bachelor's degree in any discipline area and one additional year of qualifying experience; **OR**, an associate's degree from an accredited institution with a major in business, human resources/personnel administration, public administration or related field, and two additional years of qualifying experience; **OR**, an associate's degree in any discipline and three additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code, CalPERS, CalSTRS and others related public education; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices; requirements of various funding sources; recordkeeping techniques in a complex business environment; human relations and dynamics; principles of negotiations; employee development techniques; management information services related to human resources; document imaging and website maintenance, modern office practices, procedures and equipment; how to train others to perform specific tasks; basic principles of leadership, oversight and training.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply laws, regulations and policies; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate ideas and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students, faculty and staff; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality; develop and maintain credibility with employees and bargaining unit; develop and maintain a strong service orientation; collaborate and foster inclusion in a diverse organization; have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.