JOB SUMMARY:

Responsible for managing, planning, coordinating, and implementing the comprehensive human resources management and employment programs of the District including selection, employment, position classification, compensation, employee relations, performance appraisal, benefits, and other services; providing professional assistance and guidance to the District’s administration on human resources, recruitment, and employee relations matters and for compliance with state and federal laws, codes, Governing Board, and District policies and procedures and classified collective bargaining agreements and employee handbooks; and supervising classified, student, and hourly personnel.

DISTINGUISHING CHARACTERISTICS:

The Manager, Human Resource Services is distinguished from other human resources classifications by its full supervisory authority over assigned classified, hourly, and volunteer staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties include the following:

1. Performs full management and supervisory activities, subject to management concurrence and in accordance with applicable College policies, which include: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Drafts, oversees the preparation of, reviews, and approves for publication a variety of print and electronic forms and documents related to the District’s human resources and recruiting practices and procedures.

3. Participates in preparing, monitoring, and controlling department budgets; authorizes expenditures and assures adequate funding for purchases.

4. Oversees the functional use of integrated human resources integrated data systems, including position control and recruitment management, and design and maintenance of the Human Resource Services website.
5. Develops and delivers trainings, workshops, and presentations related to a variety of mandated and non-mandated human resources topics and department services.

6. In conjunction with other Human Resource Services administrators, develops, administers, and implements the District's comprehensive Staffing Plan and Equal Opportunity Plan and the Human Resource Services department's Program Review and Service Area Outcomes; participates in developing and implementing department business plans, work programs, policies, and procedures in alignment with the District's Strategic Plan and related planning documents, accreditation requirements, and District objectives and priorities; develops and maintains a variety of narrative, statistical, and analytical reports related to planning and Program Review; reviews progress and evaluates outcomes for future planning recommendations.

7. Promotes compliance with the District's Equal Employment Opportunity Plan in all aspects of employment and education; encourages sensitivity to and understanding of the diverse backgrounds of the Palomar College community in staffing, curriculum, programs, and services.

8. Monitors industry developments in the area of human resources; analyzes proposed local, state, and federal laws, regulations, and court decisions for their impact on District human resources practices; recommends and implements policy and procedure changes consistent with new requirements.

9. Participates in/on a variety of committees and/or other related groups in order to receive and/or convey information and participate in shared governance.

10.Consults with and provides expert leadership and guidance to District administrators and supervisors on employee relations matters, including performance, grievance, and disciplinary procedures and actions; represents the District in grievance and disciplinary actions; confers with employees and classified unit officers to resolve employee issues.

11. Administers the implementation of collective bargaining agreements; develops and maintains personnel procedural handbooks for distribution to District staff.

12. Administers, develops, updates, and implements comprehensive human resources programs, policies, procedures, and guidelines consistent with federal, state, and District requirements and professional principles and practices.

13. Organizes and manages the maintenance of personnel files and records for classified unit employees; administers and coordinates the performance evaluation program for classified unit, supervisory, and administrative employees; assists in developing and supporting staff development initiatives for classified unit employees.

14. Coordinates trainings and workshops conducted by outside training firms; develops training and workshop materials.

15. Oversees the implementation of the District's employee benefits and worker's compensation programs.

16. Oversees the development, management, and approval of all recruitment activities for all District positions; administers, develops, updates, and implements comprehensive recruitment programs, policies, procedures, and guidelines consistent with federal, state, and District requirements and professional principles and practices.

17. Oversees the development and management of the development and maintenance of comprehensive classification and compensation plans.

18. Oversees training of hiring committees and District Compliance Officers in Federal, State, local, and District hiring regulations and procedures; provides workshops to faculty regarding hiring processes; develops and maintains training materials.
**Marginal Functions:**

1. Attends a variety of meetings, workshops, and seminars on- and off-campus.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Management principles and practices, including selection, training, evaluation, and discipline.
2. Principles and procedures of human resources administration and recruiting.
3. Applicable Federal, State, and local codes, laws, and regulations governing employment in the public sector in general, and in the California Community Colleges in particular.
4. Modern office procedures, methods and equipment using computers and applicable software programs, web design, presentation, and spreadsheet programs, applicant management systems, and integrated human resources information systems.
5. Public relations principles, including the use of tact, patience, and courtesy.
8. English usage, spelling, grammar, and punctuation.

**Skill in:**

1. Supervising, training, evaluating, and directing the work of others.
2. Utilizing a computer and related software applications, including integrated human resources information systems and website development software.
3. Interpreting and applying applicable Federal, State, local, and District rules, regulations, and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Managing the recruiting and employment processes for a variety of faculty, staff, and administrative positions.
7. Managing faculty recruitments in compliance with Board of Governors minimum qualifications.
8. Analyzing and evaluating transcripts and other application materials for compliance with applicable laws, regulations, and District policies and procedures.
9. Analyzing and identifying trends in data and applying findings to future human resources and recruiting practices.
10. Presenting data verbally and in writing in an organized, clear, easily understood manner.
11. Prioritizing and scheduling multiple activities simultaneously.
12. Calculating and analyzing complex data.
13. Ensuring accuracy in all documents, reports, correspondence and publications.
15. Communicating clearly and concisely, both orally and in writing.
16. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.
Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional human resources/personnel experience, including two years of administrative and supervisory responsibility.

Education/Training:

Bachelor’s degree from an accredited college or university with major coursework in human resources, industrial/organizational psychology, business administration, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with faculty, staff, students, and the public.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, other District locations, and additional locations that will require driving or other forms of transportation.