

COMPTON COMMUNITY COLLEGE DISTRICT



HUMAN RESOURCES MANAGER

**FLSA: EXEMPT
M1**

POSITION DESCRIPTION:

Under the direction of the Vice President, Human Resources, the Human Resources Manager plans, directs, organizes, and participates in the daily operations in the Office of Human Resources. Assures compliance with state and federal laws, regulations and District policies and regulations. Supervises, trains and evaluates the performance of assigned staff.

ESSENTIAL DUTIES/FUNCTIONS:

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews and implement improvements.
- Supervises, coordinates, and reviews the work plan for Human Resources programs; meets with staff to identify and resolve problems; oversees training; assigns work activities and projects, monitors work flow; reviews and evaluates work products, methods and procedures.
- Assists in the development of and provide technical guidance to staff regarding proper standards and procedures required in the processing of personnel transactions; communicates provisions of state and federal laws as well as College policies and regulations.
- Coordinates and prepares Human Resources Board agenda items and follow up after each meeting of the Trustees to ensure that the personnel actions taken are implemented.
- Prepares and maintains a variety of technical documents, records, databases, spreadsheets, and files to support the implementation of HR initiatives including State and Federal mandated reports such as the MIS staff data report and IPEDS.
- Coordinates the District's selection processes including evaluating initial salary placement for new employees to ensure compliance with proper procedures.
- Coordinates the leaves and absence programs for District employees from leave initiation through closure, including all appropriate communications and transactional updates related to the employee's HR record.
- Oversees worker's compensation programs according to established policy, rules, regulations, and collective bargaining agreements to ensure compliance.
- Administers the District's performance evaluation programs.
- Provides counseling to employees concerning personnel matters; investigates, responds to and resolves complaints from employees.
- Manages the records and Human Resources Information System functions; assures compliance with personnel records retention requirements; develops and designs reports as necessary.

- Assists the Vice President, Human Resources with matters concerning employer-employee relations, contract management and employee organizations.
- Represents the department in meetings with other departments in matters relating to personnel issues and other administrative functions; represents the department to outside agencies and other groups.
- Assists in the preparation of monitoring of the human resources office budget.
- Performs other related duties as requested or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, and techniques of human resources administration in a public agency setting.
- Principles of supervision, training, and performance evaluation.
- General labor relations, laws, practices and procedures.
- Equal opportunity employment guidelines, laws, regulations and practices.
- Methods, techniques, and practices of data collection and report writing.
- Current computer operating systems, software applications, applicant tracking systems, and human resources information systems.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service.

ABILITY TO:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Human Resources goals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Select, supervise, train, counsel, motivate and evaluate staff.
- Prepare and maintain accurate and complete Human Resources and State records.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Review and analyze data and make recommendations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and five (5) years of professional experience in human resources administration including at least one year in a lead or supervisory capacity. Higher degree or certification in HR may substitute for years of experience. Experience working in higher education is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.