

HUMAN RESOURCES OPERATIONS MANAGER

Purpose Statement

Under the direction of the Director of Human Resources, plan, organize and direct administrative support functions, office activities, organizational development initiatives, and special projects in support of District Human Resources programs, operations and activities; coordinate personnel, communications and information to assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

Essential Functions

- Plan, organize and direct administrative support functions, office activities, organizational development initiatives, and special projects in support of District Human Resources programs, supports management with the performance evaluation system and discipline of classified personnel; operations and activities; assist in directing the day-to-day activities of the Department; assist in assuring Department activities comply with applicable requirements, laws, codes, regulations, policies and procedures.
- Coordinate organizational development activities, including professional development strategies, departmental restructuring, problem solving, change management, conflict resolution, team building, accountability, skill alignment, effective use of technology, workplace climate and employee morale to facilitate the achievement of organizational goals, and to assure the long-term success and viability of the Human Resources Department and its staff.
- Coordinate personnel, communications and information to assure smooth and efficient Department activities; direct office workflow to meet District personnel needs; oversee the development and implementation of projects, goals, objectives, services and activities related to assigned personnel functions; assure proper and timely resolution of Department and office issues and conflicts.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff duties and review completed work for accuracy, completeness and compliance with established requirements.
- Plan, organize and direct special projects and studies related to various human resources functions such as classification, compensation, position control, recruitment, staff relations, benefits and employee training; coordinate personnel investigations; and direct the research and analysis of a variety of personnel information and data related to assigned projects and activities.
- Coordinate and direct office operations to assure accurate and timely completion of administrative support activities and meet District personnel needs; oversee the preparation and distribution of correspondence and informational materials related to assigned human resources functions; prepare special board agenda items related to assigned human resources functions and Department needs.
- Provide consultation to administrators, staff, the public and others concerning Human Resources operations and activities; respond to inquiries and provide detailed and technical information concerning related projects, services, needs, standards, requirements, practices, procedures, laws, codes, regulations, policies and procedures.
- Monitor and evaluate human resources and office activities for financial effectiveness and operational efficiency; respond to administrative input concerning human resources needs; provide input concerning the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of human resources activities.
- Direct and participate in the preparation and maintenance of a variety of records, reports and files related to human resources operations, office functions, projects and assigned activities; assure mandated reports are completed according to established time lines.

- Provide technical information and assistance to the Assistant Superintendent, Human Resources regarding personnel activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Maintain current knowledge of laws, codes, regulations and pending legislature related to personnel activities; provide recommendations concerning the modification of programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.
- Assist in directing the development of an assigned human resources computer system as directed; direct data input and processing functions to meet automated record-keeping and reporting needs.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned; represent the Assistant Superintendent, Human Resources and Human Resources department at various conferences and meetings as required; prepare and deliver oral presentations concerning Department operations and assigned activities; assist in developing, implementing and conducting staff in-services and orientations as required.

Other Functions

- Perform related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: budget preparation; relevant local, state and federal regulations; business telephone etiquette; and employer-employee relations, collective bargaining process and contract administration.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Education/Experience

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and three years increasingly responsible human resources experience.

Required Testing

None Specified

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Management Job Description

Adopted by BOT 04/21/14