

HUMAN RESOURCES SUPERVISOR

Purpose Statement

The job of Human Resources Supervisor is done for the purpose of planning, organizing and supervising the operation of a variety of human resource services functions including credentials, information services, recruitment, classified and certificated staffing, and/or other human resources areas as assigned; performs difficult and complex technical assignments and supervises assigned staff.

Essential Functions

- Supervises the operation of credentials, information services, recruitment, classified and certificated staffing, and/or other human resources areas.
- Provides technical training and assistance to staff; assists in developing district programs, interprets legislation, and ensures compliance in a variety of areas related to human resources.
- Reviews, analyzes and interprets proposed and existing legislation related to credential requirements and certificated and/or classified employment and acts as district resource; assists district and outside agencies in fulfilling mandated requirements.
- Organizes unit assignments and determines priorities; supervises and trains staff.
- Supervises the preparation of information bulletins, correspondence, reports, and analytical studies.
- Supervises, plans assignments, and organizes the work flow of the information services area within the division; develops programs and processes for improving efficiency of operations.
- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system that meets department needs.
- Evaluates existing systems and procedures; provides technical advice and recommendations for changes and improvements utilizing technology resources; consults with Information Technology staff to define needs.
- Schedules and conducts regularly scheduled meetings with district staff and department staff to ensure service levels and customer satisfaction; communicates with district personnel, outside agencies and department staff to exchange information, coordinates activities and resolves issues or concerns.
- Supervises assigned personnel (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Participates in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.

Other Functions:

Performs related duties as assigned.

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: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent State Education codes, laws, and regulations; county requirements; correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances. Ability is also required to work with a diversity of individuals and/or groups. In working with others, problem solving is required to analyze issues and create action plans. Problem solving requires independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and technology backgrounds; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working as part of a team; adapting to frequent interruptions and changing work priorities; and maintaining confidentiality.

Working Environment

Indoor office setting.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education and Experience

Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in business administration, public administration, education or other appropriate field and four years of recent, progressively responsible, directly related experience of acceptable level and quality.

Licenses and Other Requirements

Possession of a valid California Driver's License and availability of private transportation.

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.

*Supervisory Job Description
Adopted by BOT 5/7/2012*