

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Human Resources Manager

Job Purpose Statement/s: The Human Resources Manager provides management support and supervision to Personnel Services staff; communicates information to district staff, the public, and other agencies; ensures compliance with state and federal laws and regulations related to the personnel functions of the District.

Essential Job Functions:

- Maintains and secures employee permanent personnel records and files.
- Develops and provides reports and other forms of data in the area of personnel.
- Assists in the review and revision of job descriptions.
- Provides technical advice and assistance to school site administrators, classified managers, and other personnel as needed.
- Assists with the review and revision of personnel department policies, regulations, and procedures.
- Assists in the implementation and accurate reporting of district data in compliance with state and federal reporting requirements.
- Provides assistance in research regarding negotiations, as needed.
- Monitors placement of certificated staff to assure compliance with state credentialing regulations.
- Maintains the seniority list for certificated employees; updates and revises as needed.
- Directs the work flow of classified staff assigned to the Personnel Services.
- Serves as a member of the district's collaborative bargaining team, as needed.
- Assists with the implementation of all aspects of the District's personnel recruitment and selection process for both classified and certificated staff.
- Assists in the development and implementation of the District induction program for all employees; recruits and places student teachers.
- Provides staff development activities for classified employees.
- Promotes the effective and productive relationship with all levels of staff within the District.

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- Analyzes previous training and work experience of new employees and recommends salary placement.
- Represents the District on various local, regional, and state committees on an as needed basis.

Other Job Functions:

- Ensures the District's compliance with State and Federal laws and regulations.
- Works collaboratively with other divisions and departments to meet District goals and ensure alignment of program, services and operations.
- Coordinates special projects and performs other duties as assigned.
- Attends and participates in Personnel Services meetings and pertinent district, county and state workshops and meetings.
- Stays current with human resources research and materials through a variety of activities.
- Prepares administrative reports as required.

Job Requirements - Qualifications:

Education and Experience Requirements:

- BA Degree or equivalent combination of experience and education.
- Prior job related experience in the area of human resources and personnel services, preferably in a public school district or related public setting with increasing responsibility.

Skills, Knowledge, Abilities, and/or Physical Required:

- Skills to effectively lead and organize; make decisions; function effectively in high-pressure situations; to operate PC applications including the District's standards: Windows, Microsoft Office applications, and telecommunications (e-mail, intra/internet, etc.); to use the English language in both written and verbal form to exchange information and make presentations, and read a variety of documents; multilingual skills desirable.
- Knowledge of principles, goals, objectives, methods and strategies of human resources management, fiscal and legal aspects of public education; procedures, methods, best practices, techniques and strategies related to the administration and operation of human

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resource management; program and activity evaluation strategies and procedures; and methods, procedures and strategies of leadership.

- Abilities to understand and comply with rules and regulations related to assigned functions; work independently; effectively work as a member of a team; effectively analyze problems, issues and concerns and formulate appropriate alternative solutions; communicate effectively in oral and written form; and establish and maintain effective organization, public and community relationships; understand and carry out oral and written instructions; interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculin Clearance.

Reports to: Assistant Superintendent, Personnel Services

Work Year: 225 Days

Salary Placement: Classified Management Salary Schedule
Range – GG

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Team.

Board Approved: August 15, 2013