

Job Summary:

The job of Manager - Human Resources is done for the purpose/s of assisting the Administrator Human Resources and overseeing and managing the Human Resources office of Tulare County Child Care. The Manager may also assist the Administrator Human Resources in conducting negotiations, investigating complaints and grievances, facilitating the hiring process, and in monitoring and evaluating the effectiveness of the Human Resources office.

Essential Job Functions:

- ▶ Assists the Administrator Human Resources for the purpose of performing the personnel functions for the Office.
- ▶ Attends personnel directors' meetings, management training meetings, policy council meetings, executive committee meetings, affirmative action meetings, safety meetings and other meetings as assigned for the purpose of providing and obtaining information.
- ▶ Consults with the Administrator Human Resources and County Counsel for the purpose of determining disciplinary actions, layoffs, terminations, and Human Resources options.
- ▶ Facilitates the hiring process including tracking of vacancies, job announcements, paper screening, interviews, assessments, background checks, recommendations for hire, and new employee orientations for the purpose of recruiting and employing new staff.
- ▶ Interprets/administers Tulare County Office of Education policies, collective bargaining agreements, and state and federal laws for the purpose of making legal personnel decisions and informing employees of their rights and responsibilities according to law, Tulare County Office of Education policies, and collective bargaining agreements.
- ▶ Investigates/responds to complaints and grievances for the purpose of determining their validity and making recommendations for remediation.
- ▶ Maintains employee personnel files, computer data bases, seniority lists, leave entitlements, salary calculations, longevity increments, policies and procedures, manuals, employee handbooks, workers' compensation claim information, and health benefit enrollments for the purpose of preserving permanent employment records.
- ▶ Oversees human resources operations for the Tulare County Child Care program for the purpose of maintaining effective personnel practices that meet state and federal laws, and maximizing the efficiency of the personnel office.
- ▶ Participates in negotiations with bargaining units for the purpose of facilitating agreements, resolving grievances, and solving employer/employee relations problems.
- ▶ Prepares communications to employees, employee calendars, reports, surveys, forms, paper screening criteria, interview questions and job descriptions for the purpose of providing information to staff and the public.
- ▶ Supervises/trains/evaluates personnel staff for the purpose of monitoring performance and providing for professional growth.
- ▶ Trains managers and supervisors for the purpose of maximizing their personnel management skills and providing opportunities to discuss personnel laws/issues.

Experience Required:

- ▶ Three years of increasing responsibility in personnel management and administration.

Skills, Knowledge and/or Abilities:

SKILLS are required to perform multiple technical tasks with a continual need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

▶ **Skills to:**

- communicate effectively orally and in written form;
- work with a group to build consensus;
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

Specific knowledge required to satisfactorily perform the functions of the job includes:

▶ **Knowledge of:**

- pertinent Education Code, Administrative Code, County policies and procedures;
- personnel law and practices;
- principles and practices of human resource management.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and use equipment for a variety of purposes under different conditions that requires an understanding of various methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is significant. Specific abilities required to satisfactorily perform the functions of the job include:

▶ **Ability to:**

- organize, direct and implement a comprehensive personnel program;
- use tact in a variety of situations;
- gain cooperation through discussion and persuasion;
- administer a budget;
- interpret and apply policies, procedures and regulations;
- supervise, train and evaluate personnel;
- work with minimal supervision.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a department, large work unit and/or across several small work units; and monitoring the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 90% sitting, 5% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education Required:

- ▶ Bachelors Degree

Licenses, Certifications, Bonding, and/or Testing :

- ▶ Valid California Drivers License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.

FSLA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.