Long Beach Community College District

CLASS SPECIFICATION
Human Resources Manager – Classified

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under general direction, plans, manages, evaluates and oversees the work of technical and administrative human resources staff; performs a variety of highly responsible professional, technical and analytical activities in support of the District’s human resource management programs, including recruitment, classification and compensation; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
Human Resources Manager – Classified assists in overall administration of the Human Resources department and is responsible for managing, coordinating, overseeing and participating in assigned areas of programmatic responsibility in the District’s human resource management programs and functions. An incumbent is also responsible for providing professional advice and counsel to the Personnel Commission, District managers, administrators, supervisors and employees on human resources issues. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Human Resources Manager – Classified is distinguished from Human Resources Specialist in that an incumbent in the former class manages and evaluates the work of paraprofessional technical and administrative human resources staff and performs complex professional work requiring broad professional knowledge gained through continuing professional development and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, manages and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and District goals, objectives and performance measures consistent with the District 's quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and
including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, coordinates, implements and manages the District’s classified recruitment programs; supervises and oversees application screening and examination planning processes; determines recruitment strategies and posts job announcements in a variety of locations/media; develops written, performance and oral panel examinations in consultation with the hiring authority; determines examination pass points; approves/disqualifies applicants with convictions in accordance with California Education Code and Penal Code; approves and revises interview questions to comply with equal employment opportunity regulations and the job classification; ensures that all recruitments comply with the Rules and Regulations of the Classified Service; directs the creation of eligibility lists and prepares statistical reports for Personnel Commission approval; processes appeals and protests regarding test results from applicants.

5. Conducts classification studies for new and existing classifications; reviews and prepares new or modified class specifications; recommends the classification of new or modified positions, classes and class series; designs and conducts salary surveys; recommends salary placement for new or existing classifications; maintains hard and electronic copy of job descriptions for the Classified Service; ensures up-to-date copies are posted on the Human Resources website.

6. Prepares a variety of recommendations and back-up material for Personnel Commission approval, including but not limited to: classification and allocations of new positions; advanced salary placement; provisional and out-of-class assignments; increase in assignment; establishment of new classifications, revisions to the Rules & Regulations and assignment increases.

7. Coordinates the annual classification study with the outside consulting firm; schedules meetings with the Advisory Panel and classified employees with the consultant; duplicates and distributes all correspondence to employees during the study to include the Job Information Questionnaire, Management Supplemental Questionnaire, reconsideration forms and appeal requests; serves as point of contact with the employees and consultants.

8. Responds to salary survey requests from other districts and municipalities; obtains subject matter experts for other districts and municipalities as requested; serves as a subject matter expert on examination panels for outside districts and municipalities as requested.

9. Acts in the absence of the Director of Human Resources; acts as Secretary to the Personnel Commission in the Director’s absence.

10. Administers and maintains the District’s computerized applicant tracking system; trains staff on system use and operation; directs and works with Sigma on database development to obtain, store and retrieve data; updates codes and data fields creating custom data entry screens and letters.
11. Provides professional and technical advice and counsel to District managers, administrators, supervisors and employees on merit system and Personnel Commission issues; confers with and interprets and explains federal and state human resources rules and regulations and District policies, procedures and bargaining unit contracts.

12. Participates in annual California Community College Registry job fairs; screens faculty and administrative applications for minimum qualifications; assists staff with faculty and administrative interviews as needed.

OTHER DUTIES
1. Assigns and monitors light-duty assignments for classified staff as mandated by the AFT collective bargaining agreement; administers and serves as liaison for the District’s AFT Sick Leave Sharing Plan; recommends or denies requests for sick leave and donations.

2. Conducts a variety of special projects as directed by the Director, Human Resources.

QUALIFICATIONS

Knowledge of:
1. Theory, principles, practices and techniques of public human resources administration, including position classification, salary administration, recruitment, examination and selection.

2. District procedures, rules and regulations and related documents governing recruitment, classification and compensation.

3. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including Affirmative Action, Americans with Disabilities Act, EEOC and FEHC.


5. District human resources policies and procedures and labor contract provisions.

6. District and Personnel Commission organization, operations, policies and objectives and applicable legal requirements such as the Brown Act.

7. Classified and academic bargaining agreements.

8. Research methods and data analysis techniques.

9. Principles and practices of sound business communication.

10. Office administration practices and procedures, including recordkeeping and filing of records and files.

11. Procedures and codes used to access and enter data in the District’s Peoplesoft HRIS system.

12. Standard business software, including word processing and spreadsheet programs.

13. Principles and practices of effective management and supervision.
14. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Analyze problems, evaluate alternatives and make sound, appropriate recommendations.

2. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.

3. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.

4. Understand and follow written and oral instructions.

5. Communicate clearly and effectively, both orally and in writing.

6. Prepare clear, concise and accurate reports, correspondence and other written materials.

7. Operate a computer using word processing and other business software and other standard office equipment.

8. Organize and maintain specialized files.

9. Maintain confidentiality of District and personnel files and records.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

11. Establish and maintain effective working relationships with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, psychology or a related field; five years of progressively responsible professional human resource management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.