CLASS SPECIFICATION
Human Resources Manager - Academic

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

DISTINGUISHING CHARACTERISTICS
Assists in the administration of the Human Resources academic recruitment programs 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 district administrators, managers, 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 – Academic 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 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, coordinates, implements and manages the District’s academic recruitment programs; including but not limited to: confers with hiring authorities, develops and coordinates faculty and mentor outreach and recruitment programs, selects publications for advertising; prepares, reviews, distributes job announcements, advertisements and other recruiting materials.

2. Screens faculty and administrative applications for minimum qualifications.

3. Ensures compliance with Title 5 as well as all local, state, and other federal non-discrimination regulations, policies and laws. Support, promote and implement compliance with District’s Faculty and Staff Diversity Plan and Title IX regulations/procedures in all aspects of employment and education.

4. Develops, manages and conducts academic recruitment staff diversity training; develops and updates equal employment opportunity (EEO) training materials and presentations for administrators, EEO representatives, and faculty applicant screening committees; assigns EEO representatives to applicant screening committees and tracks training dates for all committee members; serves as diversity liaison between screening committees and human resources; serves as the EEO representative on applicant screening committees conducting the more complex, difficulty and sensitive recruitments.
5. Coordinates, manages, organizes and plans the District’s participation in California Community College (CCC) Registry job fairs and other recruitment efforts.

6. Performs a variety of special research and analysis projects on academic recruitment issues; compiles and analyzes recruitment and demographic data and prepares reports and presentations; tracks and updates full-time faculty spreadsheets and prepares reports; prepares Equal Employment Opportunity expenditure and performance reports; analyzes and evaluates advertising costs and their effectiveness.

7. Prepares a variety of reports and documents; revises and edits staff diversity briefs for faculty screening committees and faculty evaluations; updates and maintains faculty orientation handbooks and management Team Procedures Manual; reviews, revises and updates recruitment forms; composes and edits correspondence, e-mails and memoranda; updates EEO and discrimination statements for class schedules and college catalogs; updates and revises job announcement covers as needed.

8. 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.

9. 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, business processes, systems and procedures to achieve department and District goals, objectives and performance measures consistent with the District’s quality and service expectations.

10. 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; 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.

11. Interprets and explains academic recruitment policies, procedures and regulations to District administration, management, staff, applicants and the public.

12. Develops and maintains the District’s official organizational charts.

13. Performs other duties as assigned.

OTHER DUTIES

1. Assists with and participates in performing a variety of specialized and confidential human resources duties; assists in preparing a variety of human resource materials and forms; prepares legal postings.

2. Attends and participates in a variety of committees, conferences, task forces and meetings.
QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices of human resources administration, particularly as related to academic employees.
2. District procedures, rules and regulations and related documents governing the recruitment of academic employees.
3. Federal and state employment laws and related legislation including Equal Employment Opportunity, Americans with Disabilities Act and FEHA.
4. Applicable sections of the State Education Code governing academic employees.
5. District human resources policies and procedures and labor contract provisions.
6. District organization, operations, policies and objectives.
7. Academic bargaining agreements.
8. Research methods and data analysis techniques.
9. Principles and practices of sound business communication.
10. Applicant Tracking Systems.
11. Standard business software, including word processing and spreadsheet programs.
12. Principles and practices of effective management and supervision.

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 other 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; and four years of progressively responsible professional human resource management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California Class 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 class, an employee is 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. The employee is frequently required to walk and stand 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, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical skills; perform highly detailed work under intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, staff, applicants, representatives of external agencies and other 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.