

College Human Resources Manager (Cerro Coso)
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Vice Chancellor, Human Resources, the Human Resources Manager serves as the primary point of contact to the College on matters related to the Human Resources (HR) program. The HR Manager manages the College's day-to-day HR office to include oversight of HR clerical staff, and provides seasoned HR support to the College President, administrators, and employees in conformance with applicable laws and District policies, procedures, and practices. The HR Manager has the authority to make, implement, and enforce decisions consistent with District policy.

Examples of Duties

Human Resources Planning, Policies, and Procedures

1. Provide consistent interpretation/application of HR policies and procedures within the College.
2. Advise, educate, and provide guidance to the College President and administration on all human resources matters related to recruitment, classification, compensation, benefits, employee relations and communication, and employee development to ensure consistency with applicable laws and KCCD HR policies, procedures, and practices.
3. Identify areas of improvement and make recommendations in relation to KCCD human resources policies, procedures, practices, and labor agreements.
4. Develop HR office procedures and practices to serve the needs of the college while adhering to District HR policies, procedures, and practices.
5. Provide professional support to the Human Resources Information Systems (HRIS) Business Systems Analyst in the tracking of College headcount against budget, including salary expense, new requisitions, employees, etc.

Recruitment and Orientation

1. Provide information and assistance to College employees and the public regarding the recruitment process, job opportunities, and related policies and procedures.

Examples of Duties (continued)

2. Manage the recruitment process for College classified and adjunct faculty positions, including job requisitioning, advertising/posting, screening, and interview coordination:
 - Partner with management and supervisors in identifying personnel needs, including job duties, skills, and qualifications.
 - Oversee and/or perform the preparation of job announcements, advertisements, and brochures to attract qualified candidates while ensuring equal opportunity to all applications. Evaluate effectiveness of recruitment process in attracting a qualified applicant pool.
 - Oversee and/or perform application screening for minimum qualifications, application status notification, interview scheduling, and appropriate arrangements.
 - Oversee and review selection committee processes, including committee composition, screening tools, and interview questions. Meet and educate selection committees on the interview and screening process.
 - Oversee recruitment and selection records/documentation, including resumes and applicant flow.
 - Coordinate pre-employment physicals and drug screenings of applicants.
 - Prepare employment offer letters and determine initial salary placement for classified employees and adjunct faculty consistent with District HR procedures. Follow-up on post offer logistics for faculty and administration.
3. Provide accurate information to support the recruitment process of Faculty and provides support and assistance to the District for the successful recruitment.
4. Develop and/or conduct new employee orientation, welcoming and integrating new hires into the College. Develop and/or conduct exit interviews for personnel leaving the College employment.
5. Oversee or perform the processing of reassignments, transfers, and separations.

Classification, Compensation, and Benefits

1. Administer established salary structure, pay policies, and employee benefit programs and services; review College practices for adherence to District policies and procedures.
2. Provide information and support to the District in conducting studies of compensation and benefits.
3. Monitors and enforces decisions made by the District.

Examples of Duties (continued)

4. Serves as a liaison between the College and District Office on issues related to classification, compensation, and benefits; provides assistance in communicating decisions and resolving employee concerns/conflict.

Employee Relations and Communication

1. Investigate employee complaints; gather and provide information for appropriate resolution to the District HR Office and College administration; generate appropriate documentation and follow-up to monitor progress.
2. Counsel and advise employees on resolving employee relations issues.
3. Develop employee recognition programs to promote employee performance/accomplishments through service awards and other related programs at the College.
4. Contribute to the development of a labor relations strategy; coordinate administration, provide interpretation and ensure adherence to collective bargaining contracts; assist with negotiations and analysis during the collective bargaining unit process.
5. Confer with District Office Human Resources administrators on complaints, disciplinary actions, harassment, termination, and/or grievances; provides assistance in research, fact finding, and preparation of statistical reports of the types and frequency of actions taken concerning grievances, mediation, arbitration, legal matters, employee disciplinary actions, and related labor relation issues.

Employee Development (Employees and Faculty)

1. Partner with College administration to identify needed areas of employee development.
2. Develop, perform research, and implement employee trainings and development programs based on needs assessment.
3. Provide administrative support and direction regarding employee development plans.
4. Contribute to the identification and development of District-wide employee development trainings and programs.
5. Implement District employee development initiatives at the College.

Examples of Duties (continued)

HR Office Administration

1. Administer College HR budget.
2. Respond to inquires and requests for information concerning HR policies, procedures, and practices.
3. Train, supervise, schedule, and evaluate the work of HR department support staff.
4. Perform related duties and responsibilities as assigned.

Minimum Qualifications

- A Bachelor's degree with a major in business or personnel administration or related field (Equivalent: College-level coursework in personnel related fields and a substantial amount of senior level experience in the fields of human resources/personnel administration. Experience will be converted on the basis of two years related experience is equal to one year of education.)
- Three years of recent successful experience in human resources.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Working knowledge of human resources laws and practices. Equal Employment Opportunity (EEO), recruitment, compensation, benefits, worker's compensation, labor law, employee/employer relations, employee development, and conflict resolution and negotiation skills.

Ability to:

- Independently provide coordination and implementation for College HR office policies, procedures, and activities
- Organize workflow and supervise others
- Interpret and communicate laws and District HR policies and procedures
- Coordinate and facilitate meetings
- Analyze data and compile clear, accurate reports and other documents
- Establish and maintain effective working relationships with those contacted in the course of work.
- Technology in the human resources environment including knowledge of computerized HR information systems and applications.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

11/17/11