

# **Manager, Human Resources**

## **District Office**

### **Kern Community College District**

#### **JOB DESCRIPTION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Definition**

Under general direction, manages, supervises, and coordinates assigned human resources activities and operations including for an assigned college or within the District Human Resources Office; coordinates assigned activities with other programs, divisions, departments, and outside agencies; and provides responsible administrative support to District and college managers, administrators, and employees in conformance with applicable laws and District policies, procedures, and practices.

### **Examples of Duties**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned human resources services and activities including for an assigned college or within the District Human Resources Office.
2. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned human resources programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Participate in the development of and oversee the administration of assigned budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as the liaison and primary point of contact on assigned human resources matters, services, and activities with other departments, divisions, and outside agencies; respond to inquiries and requests for information concerning human resources policies, procedures, and practices; advise, educate, and provide guidance on human resources matters; negotiate and resolve sensitive and controversial issues; provide consistent interpretation/application of applicable laws and human resources policies, procedures, and practices.
8. Participate in administering, evaluating, and assessing the District's Human Resources Information System (HRIS); oversee human resources related data collection, analysis, and reporting; supervise the input of data to ensure its integrity and accuracy; ensure effective and efficient administration of electronic application and database systems; provide professional support to other staff in data analysis.
9. Manage the recruitment process for assigned classified and adjunct faculty positions including job requisitioning, advertising/posting, screening, and interview coordination; oversee the maintenance of recruitment and selection records and documentation; coordinate pre-employment physicals and drug screenings of applicants.

### Example of Duties, continued

10. Prepare employment offer letters and determine initial salary placement for classified employees and adjunct faculty consistent with District Human Resources procedures; follow-up on post offer logistics for faculty and administration.
11. Provide accurate information to support the faculty recruitment process; provides support and assistance to the District for the successful recruitment.
12. Develop and/or conduct new employee orientation, welcoming, and integrating new hires; develop and/or conduct exit interviews for personnel leaving employment.
13. Oversee or perform the processing of reassignments, transfers, and separations.
14. Participate in the conduct of classification, compensation, and benefits studies and surveys; compile data and prepare written reports including recommendations for action; administer established salary structure, pay policies, and employee benefit programs and services; review practices and procedures for adherence to District policies and procedures.
15. Investigate employee complaints; gather and provide information for appropriate resolution to the District Human Resources Office and college administration; generate appropriate documentation and follow-up to monitor progress.
16. Develop employee recognition programs to promote employee performance/accomplishments through service awards and other related programs at the assigned college.
17. 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 process.
18. Confer with District Human Resources Office and college administrators on complaints, disciplinary actions, harassment, termination, and/or grievances; provide assistance in research, fact finding, and preparation of statistical reports regarding the types and frequency of actions taken concerning grievances, mediation, arbitration, legal matters, employee disciplinary actions, and related labor relation issues.
19. Counsel and advise employees to resolve employee relations issues.
20. Partner with District and college administration to identify needed areas of employee development; develop, perform research, and implement employee trainings and development programs based on needs assessment; implement District employee development initiatives at the colleges and District offices.
21. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
22. Provide responsible staff assistance; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to human resources programs, policies, and procedures as appropriate.
23. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources; incorporate new developments as appropriate.
24. Perform related duties as required.

## **Minimum Qualifications**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources management, personnel administration, business or public administration, industrial/labor relation, or a related field.

**Experience:**

Three years of increasingly responsible human resources experience.

**Preferred Experience:**

Two years of administrative or supervisory responsibility.

## **Knowledge and Abilities**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a human resources program.
- Principles, policies, and practices of human resources management including recruitment and selection, classification and compensation, benefits management, risk management, workers compensation, employee/labor relations, and training/employee development.
- Equal Employment Opportunity principles and practices.
- Operational characteristics of human resource information systems.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Conflict resolution principles.
- Negotiation principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications.

**Ability to:**

- Oversee and participate in the management of a human resources program at an assigned college or within the District Human Resources Office.
- Effectively serve as a resource to management staff and employees pertaining to human resources related problems, concerns, and issues.
- Respond tactfully, clearly, concisely, and appropriately to inquiries on sensitive issues in area of responsibility.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of human resource program area goals, objectives, and procedures.
- Participate in the preparation and administration of assigned budget.
- Prepare clear and concise technical and administrative reports.
- Participate in collective bargaining negotiations and contract administration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Formulate and conduct presentations to employees, supervisors, and managers.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers and supporting software applications.
- Participate in the administration of the Human Resources Information System.

- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Knowledge and Abilities, continued

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Working Conditions**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Status/Rationale**

This is a classified administrator position.

**Signature/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

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Forsberg Consulting Services