

Human Resources Administration Manager
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under general direction, serves as administration manager for Human Resources; oversee day-to-day HR operations, serve as advisor to the Vice Chancellor of Human Resources; coordinate special projects, planning, project development and problem solving; liaison between HR and key internal and external constituencies; provide leadership and supervision of HR operations/staff, and performs other duties as assigned.

Examples of Duties

1. Performs supervisory activities in organizing and facilitating recruitment, classification, compensation, applicant tracking, HRIS, employee relations, and office staff; plan, organize and direct related HR activities; assist the Vice Chancellor in completing time sensitive and priority issues.
2. Plan, coordinate, review, oversee and evaluate the work of human resources staff, as assigned.
3. Organize and facilitate the preparation of job announcements, advertisements, and ensure equal opportunity hiring. Evaluate effectiveness of recruitment process in attracting a qualified applicant pool. Oversee and/or perform application screening for minimum qualifications, application status notification.
4. Organize and facilitate classification and compensation studies. 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.
5. Organize and facilitate the development/implementation of staff development programs, including succession planning.
6. Provide support and guidance to the College Human Resources Managers, administration, and staff on all human resources automated systems related to recruitment, classification, compensation, employee relations, communication, and employee development to ensure consistency with applicable laws and KCCD HR policies and practices.

Example of Duties (continued)

7. Provide leadership in coordinating the activities of the District Human Resources office with each individual College to ensure consistent and compliance with all applicable laws, rules, regulations, KCCCD policies, and collective bargaining agreements, making sure that all the Human Resources Information Systems (HRIS) and applicant tracking are set up accordingly.
8. Update and edit web pages using a content management system; proofread and edit page content including page design layout to ensure compliance with district-wide standards and industry best practices.
9. Research and prepare statistical data, reports and surveys; prepare institutional reports; perform human resources-related studies as directed.
10. Administer district HR Office budget.
11. Act on behalf of the Vice Chancellor of Human Resources in his/her long term absence.
12. Perform other duties as assigned.

Minimum Qualifications

- A Master's degree with emphasis in business or personnel administration or related field.
- Three years of recent successful experience in the human resources including recruitment, classification, human resources information systems, and/or employee relations management experience.
- One year of supervisory and/or lead 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, classification, compensation, labor law, employee/employer relations, employee development, and conflict resolution and negotiation skills.

Knowledge and Abilities (continued)

Knowledge of:

- Applicable State and federal laws, codes and regulations.
- Capabilities of modern computer applications and hardware used in the management and reporting of human resources data.
- District personnel policies and procedures.
- Oral and written communication skills.
- Principles and practices of training, supervision and performance evaluation.

Ability to:

- Assign, schedule and review work of others.
- Analyze and recommend solutions regarding gaps between the District Human Resources processes and current Human Resources practice.
- Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

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 managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)