

CONFIDENTIAL SENIOR HUMAN RESOURCES OFFICER

DEFINITION

Under the direction of the assigned Human Resources administrator, assists with the general operation of the District Human Resources Department; advises managers, supervisors, and employees on policies, processes, and procedures related to a broad range of human resources; works independently to provide administrative and technical oversight to a functional area and supervise assigned staff, assuring compliance with a wide variety of laws, processes, policies, procedures, regulations and collective bargaining agreements,.

TYPICAL DUTIES

Provides day-to-day advisory, consultative, transactional, communications, and systems support to managers, supervisors, and employees throughout the District on a broad range of human resources services including but not limited to full-time and part-time employment and recruitment matters, retention, compliance, employee relations, compensation administration, and equity issues. Oversees the work flow of a functional area of the Human Resources Department, including supervising and training assigned staff. Recommends and implements new or improved procedures, operating and record-keeping practices, forms, and reporting systems to ensure efficiency and compliance with human resources laws, collective bargaining agreements, regulations, policies and procedures. Analyzes the possible effects of proposed laws and regulations, codes, and ordinances related to assigned areas. Coordinates and communicates related policy, process, and procedure changes to appropriate District staff. Collects and analyzes data on human resources related practices and procedures from a variety of sources and makes recommendation on operational improvements. Assists with collective bargaining, contract language interpretation, and grievance resolution related to the assigned area. Prepares and conducts training sessions for managers, supervisors, and employees on human resources related matters. Performs related duties as assigned.

Duties of a functional area to which assigned may include, but are not limited to:

Recruitment: Supervise, coordinate and perform the Districtwide recruitment, working closely with the Los Rios Community College District colleges and appropriate District departments; oversee the online application system and related recruitment website; coordinate the recruitment and selection activities of the District; represents the District at internal and external meetings with various organizations and employee groups; oversee the development and implementation of pre-employment processes; assist with hiring committee training and development; serve on equity committees; and job description development.

Employment: Supervise, coordinate and perform Districtwide employment activities, coordinating with appropriate District and campus departments; oversee and participate in the timely and accurate entry and maintenance of personnel related information and data into the District's human resources information system and other databases; oversee information on related website pages; recommend and coordinate changes to policies or procedures that impact human resources; develop, organize and oversee salary placement activities; coordinate board agendas transactions; oversee employment records management; job description development and oversight.

QUALIFICATIONS

EXPERIENCE

Three years of experience related to the duties of the position, including one year in a lead or supervisory capacity.

(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

A bachelor's degree from an accredited institution with a major in business, human resources/personnel administration, public administration or related field; **OR**, a bachelor's degree in any discipline area and one additional year of qualifying experience; **OR**, an associate's degree from an accredited institution with a major in business, human resources/personnel administration, public administration or related field, and two additional years of qualifying experience; **OR**, an associate's degree in any discipline and three additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code, CalPERS, CalSTRS and others related public education; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices; requirements of various funding sources; recordkeeping techniques in a complex business environment; human relations and dynamics; principles of negotiations; employee development techniques; management information services related to human resources; document imaging and website maintenance, modern office practices, procedures and equipment; how to train others to perform specific tasks; basic principles of leadership, oversight and training.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply laws, regulations and policies; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate ideas and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students, faculty and staff; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality; develop and maintain credibility with employees and bargaining unit; develop and maintain a strong service orientation; collaborate and foster inclusion in a diverse organization; have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.