

## **SUPERVISORY JOB DESCRIPTION**

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### **HUMAN RESOURCES SUPERVISOR**

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#### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Human Resources and Director of Human Resources, plans, manages, directs, and coordinates complex human resources operation activities carried out by District human resources staff. Provides expertise, information, and assistance in all matters related to human resources functions of the District.

#### **ESSENTIAL JOB FUNCTIONS:**

- Supervises and plans, manages, directs, and coordinates the daily activities of the human resources technicians, including Sub Desk technicians and HR Analyst, to accomplish District human resources functions.
- Trains, manages, and provides input of performance of assigned staff to Director of Human Resources for evaluation.
- Monitors absences of all assigned staff and manage daily office coverage as appropriate.
- Assists Human Resources Technicians and serves as a resource for the purpose of supporting the completion of assigned duties.
- Provides support and assists Human Resources Analyst as needed.
- Trains and provides support to newly hired Human Resources Technicians.
- Ensures that cross training is provided and completed by all Human Resources Technicians.
- Provides input and recommendations to the Director of Human Resources for the purpose of establishing standard operating procedures and ensuring efficiency of department operations.
- Serves as the liaison between the Director of Human Resources and assigned staff to resolve issues and conflicts.
- Calculates and prepares annual certificated evaluation lists for District administrators for the purpose of ensuring timely completion of employee evaluations.
- Works in collaboration with Payroll Manager to review, prepare, and process reports for monthly or negotiated salary computations.
- Provides technical support between multiple human resources information systems (HRIS) for the purpose of meeting department and payroll needs.
- Serves as liaison between Human Resources, Payroll, Budget, and the San Diego County Office of Education (SDCOE).
- Serves as a liaison between Human Resources, Information Technology Department and SDCOE to integrate systems and business processes.
- Participates in all trainings related to HRIS as directed by the Director of Human Resources.
- Assists with rollout and training of any HRIS upgrades or changes.
- Serves as a technical and analytical resource to the Assistant Superintendent of Human Resources and Director of Human Resources.
- Provides support for labor negotiations as directed by the Director of Human Resources.
- Assists public and employees in matters relating to Human Resources and employment.
- Provides immediate administrative support to the Director of Human Resources.

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- Maintains databases for various management positions. Assists public and employees in matters relating to Human Resources and employment.
- Screens visitors, telephone calls, and mail.
- Composes letters, memos, and reports.
- Audits, verifies, and reconciles salary computations in conjunction with Payroll.
- Works within timelines as assigned.
- Responds to inquiries, provides information regarding Human Resources, Payroll, and retirement system issues.
- Inputs data into HRIS systems and generates various database reports.
- Compiles technical data and information for Human Resources and Payroll reports.
- Collects confidential information and develops reports for use during labor negotiations and grievances.
- Explains and provides information and interpretation of procedures, policies, and regulations.
- Issues security access to all employees utilizing S2NetBox database.
- Performs other duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.
- Ability to meet schedules and timelines; work confidentially with discretion; and operate a computer and assigned software.
- At least five years' experience in related human resources functions/responsibilities, providing working knowledge in recruitment, onboarding and payroll.
- Graduation from a recognized college or university with course work in human resources, or related field, or equivalent combination of education and experience.

*Supervisory Salary Schedule: Range 25*

BOARD APPROVED: 09/15/21

REVISION DATES: