



HUMAN RESOURCES SUPERVISOR

Reports to: Director, Human Resources and Title IX Coordinator
Dept: Human Resources **Range:** CL-35
FLSA: Exempt **EEO:** Executive/Administrative/Managerial

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 by individual positions.

BASIC FUNCTION:

Under general supervision, lead and direct the assigned day-to-day operations of the Human Resources (HR) department including talent acquisition, employee engagement and retention, learning and development, compensation, benefits, technology management, labor relations, EEO, diversity, equity, and inclusion, and compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervisory Responsibilities

1. Recruits, interviews, recommends hires, and trains new staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations.

Duties/Responsibilities

4. Partners with the leadership team to understand and execute the district's human resource and talent strategy particularly as it relates to diversity, equity, and inclusion, current and future talent needs, recruiting, and retention.
5. Provides support and guidance to HR technicians, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as negotiations, providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
6. Oversees the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants from diverse backgrounds; collaborates with department managers to understand the skills and competencies required for openings.

7. Oversees and maintains the optimal function of the district's internal HR information services systems, which may include database management, network support, installation, customization, development, maintenance, and upgrades to applications, systems, and modules.
8. Analyzes trends in compensation and benefits; researches and proposes competitive pay programs to ensure the organization attracts and retains top talent.
9. Creates learning and development programs and initiatives that provide internal development opportunities for employees.
10. Oversees employee evaluations, disciplinary meetings, terminations, and investigations.
11. Participates in the development of department operational goals, objectives, standards, and systems.
12. Provides input to the annual budget and monitors performance against the annual budget.
13. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
14. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

OTHER DUTIES:

1. Prepares and maintains a variety of records and reports.
2. May serve on or lead various committees and task forces.
3. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of applicable federal, state and local laws, rules and regulations [including EEO, Title IX, and Title 5].
- Proficiency in a variety of office equipment including a computer and appropriate software.

- Knowledge of automated human resources systems and integrated business office software.
- Ability to interpret, apply and explain rules, regulations, policies, and procedures in a variety of procedural situations.
- Knowledge of district human resources policies and labor contract provisions.
- Ability to demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

A bachelor's degree (preferably in human resources, business, public administration or related field) and at least three years of progressively responsible experience in human resources including at least one year in a lead capacity; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Work direction to lower-level employees, student workers and temporary support staff.

CONTACTS:

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors, and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.