

STOCKTON UNIFIED SCHOOL DISTRICT

OPERATIONS MANAGER – HUMAN RESOURCES

DEFINITION

Under direction, develop, coordinate and manage various personnel operation functions including maintenance of effective communication systems, data processing systems, manage the processing of employee records, payroll, unemployment claims and other related transactions; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Superintendent of Human Resources. Exercise direction over assigned personnel technicians and operations staff.

EXAMPLES OF DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)*

Plan, organize, develop and manage human resources employee paperwork functions and systems to ensure the timeliness, accuracy and processing of human resources paperwork to meet established deadlines. **E**

Manage employee human resources software functions to provide data integrity. **E**

Manage employee attendance systems and reports. **E**

Participates in system upgrade testing enhancements and provides suggestions on improvement within the new system features. **E**

Manages unemployment claims working collaboratively with third party administrator and attends Employee Development Department (EDD) hearings. **E**

Assists applicable departments in the annual year end roll over process providing business rules and coordinates all Human Resource audits to ensure the integrity of the information rolled. **E**

Train, manage and provide technical assistance to assigned employees to ensure correct application of regulations, laws, guidelines and collective bargaining contracts. **E**

Monitor personnel staff attendance and performs evaluations of assigned employees as directed and monitor personnel staff attendance.

Provide a variety of reports, statistical data and other information related to human resources assigned duties. **E**

Acts as custodian of records and receives subpoenas for employee records.

Develop and publish annual calendar of due dates for all required functions of human resources operations. **E**

Provide information to administrators and staff on personnel procedures, policies, regulations, work year calendars and salary schedules. **E**

Perform highly complex human resource functions related to employee data and data required for negotiations.

Act as a liaison between the Human Resources, Information Service, Payroll Department and Business Services.

Maintain regular and prompt attendance in the workplace.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Operation of a computer and software.
- General office practices and procedures
- Applicable sections of the State Education Code, other applicable State and Federal laws, and union contracts.
- Preparation of statistical human resources data reports.
- Policies and procedures related to maintaining employee personnel files and data.
- STRS/PERS rules and regulations.

Ability to:

- Plan, organize, manage and participate in statistical record-keeping activities.
- Train, manage and assist in evaluating assigned personnel.
- Maintain and audit employee attendance records.
- Perform highly complex human resource functions related to employee data and data required for negotiations.
- Assure compliance with district policies, procedures, governmental regulations and employee contracts.
- Apply State Education Code, State and Federal laws and employee contracts related to assigned duties.
- Operate a computer and related software.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

- Any combination of education, training and experience equivalent to graduation from high school and five (5) years of progressively responsible personnel experience in a large organization; and two (2) years of management/supervisory experience.

LICENSE OR CERTIFICATE

- Possession of valid California Driver's License
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

PHYSICAL DEMANDS

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs. at the waist for short distances

SALARY PLACEMENT

Range 6

Management Team

12 month work year

Board Approval 12/11/12