SUPERVISOR, HUMAN RESOURCES/BENEFITS/PAYROLL  
(Supervisor)  
Range 50

DEFINITION
Under direction of the Executive Director, Human Resources and Labor Relations, performs a full range of responsible, varied and complex functions associated with Human Resources, Benefits and Payroll, including but not limited to, day-to-day operations and employee relations. Provides support and input to the Executive Director on varied and complex human resources/benefits/payroll issues. Acts as a lead in relation to other Human Resources/Benefits/Payroll staff. May perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Supervisor, Human Resources/Benefits/Payroll, is a supervisory position. The incumbent directly assists the Executive Director in human resources, benefits, payroll and labor relations matters. This position is distinguished from other human resources, benefits and payroll positions by the requirement to work with minimal supervision and to exercise a high degree of independent judgment. Performance of duties requires a working knowledge in interpreting and applying federal, state, and district policies, rules and regulations, education code, negotiated agreements, and benefit and payroll accounting. The Supervisor, Human Resources/Benefits/Payroll advises on particularly complicated Human Resources, Benefits and Payroll processes. This position is required to oversee and/or perform all aspects of Human Resources, Benefits and Payroll operations.

The performance of duties by the incumbent will contribute to institutional effectiveness by facilitating Human Resources/Benefits/Payroll policies, processes, and procedures required for District operation; thereby contributing to institutional effectiveness by assuring accuracy, timeliness, and compliance with state and federal requirements.

ESSENTIAL FUNCTIONS
• Plan, organize, control and direct designated human resources/benefits/payroll operations and programs, projects, services, systems, strategies, goals and objectives including recruitment, classification and compensation functions; assist in directing the day-to-day activities of the Department; assure related activities comply with applicable standards, requirements, laws, codes, regulations, policies and procedures;
• Coordinate communications, personnel, record-keeping functions and information to assure smooth and efficient human resources activities; assist in establishing and maintaining departmental timelines and priorities; assure proper and timely resolution of personnel issues, complaints and conflicts; develop and implement personnel policies and procedures;
• Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures;
• Monitor, evaluate and determine staffing needs for various departments; coordinate recruitment and related advertising activities for classified, management and academic job vacancies; direct the screening of employee applications to assure
candidates meet minimum qualifications, direct the preparation, distribution and advertising placement of announcements for job openings;

- Implement and manage collective bargaining agreements; maintain confidentiality of sensitive and privileged information;
- Provide consultation to administrators, staff, the public and others concerning personnel operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, contracts, compensation, classifications and personnel laws, codes, regulations and policies;
- Direct and participate in the preparation and maintenance of variety of employee and various other records, reports, and files related to collective bargaining, eligibility, contracts, applicants, compensation and assigned activities; direct the input of employee and applicant data into an assigned computer system and related automated record-keeping functions;
- Plan, organize and direct the interviewing, selection and placement of personnel; coordinate and monitor the activities of employee selection committees; assure proper applicant notification of employment decisions; coordinate and direct the distribution, collection and processing of employment applications; coordinate and direct the processing and orientation of new employees;
- Coordinate, direct and conduct classification and compensation studies; compile and compare salary data and research labor market trends; prepare related reports; compose, develop and maintain job descriptions; assure proper salary placement of District employees; oversee the development and implementation of the District’s salary schedules; oversee the administration of employee health welfare benefit programs;
- Develop, implement and conduct training sessions concerning contract management for supervisory staff, prepare and deliver oral presentations; explain related standards, requirements, techniques, and procedures; prepare and distribute related training and informational materials;
- Coordinate and monitor the evaluation process for District-wide employees; assure proper preparation and maintenance of related records and documents; direct activities to assure appropriate response to salary increases and promotions;
- Provide technical information and assistance to Executive Director, Human Resources and Labor Relations regarding personnel activities, needs and issues; assist in the formulation and development of policies, procedures and programs; recommend solutions to major personnel issues and problems;
- Collaborate with other administrators and personnel in directing and monitoring personnel-related activities to assure compliance with nondiscrimination laws, policies, codes and regulations;
- Participate in the development and preparation of the annual preliminary budget for human resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations;
- Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to personnel activities; assist in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate;
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns;
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and participate in the development and
maintenance of the human resources database including automated employee records and files;
• Attend and conduct various meetings as assigned; serve as a member of the Human Resources/Benefits/Payroll Department; and
• Perform other related duties as required.

QUALIFICATIONS
Education:
Required:
• Baccalaureate degree from an accredited institution preferably in Human Resources, Public Administration, Business Management, or Business Administration.

Experience:
Required:
• Five years of progressively responsible experience in Human Resources, Benefits and Payroll or Accounting.

Preferred:
• Community College or educational agency experience in a supervisory or management position.

Knowledge of:
• Principles, practices, laws and regulations related to employment, Equal Employment Opportunity and public personnel administration;
• Human resources management, including recruitment techniques and strategies;
• Effective supervisory principles and practices, including conflict resolution skills;
• Generally Accepted Accounting Principles (GAAP) as related to payroll;
• Current technologies, personal computer, and associated software such as word processing, spreadsheet, presentation, and integrated enterprise system software;
• Effective supervisory principles and practices, including conflict resolution skills;
• Wage and salary administration, job analysis and job description, work performance evaluation and discipline;
• Principles, practices, laws and regulations related to employment and Equal Employment Opportunity; other applicable state and federal employment-related laws and regulations;
• Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
• District policies and procedures.

Ability to:
• Coordinate and successfully implement recruitment, employment, and EEO programs and plans;
• Learn, interpret and apply current pertinent federal, state and local laws and regulations relating to the responsibilities of the position;
• Gather, interpret and effectively analyze data; compile data and prepare accurate reports;
• Maintain accurate and complex records;
• Possess well-developed supervisory, organizational, and facilitation skills;
• Effectively train and provide work direction to staff;
• Perform consistently under the pressure of deadlines and other administrative demands;
• Utilize advanced computer applications, human resources information management software, and varied methodologies and techniques in organizing, analyzing and presenting personnel related information. Prepares charts, graphs and tables for presentation or inclusion in reports;
• Ability to work with interruptions, constant deadlines, and multiple assignments simultaneously;
• Establish and maintain effective working relationships with district employees and members of the community; and
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:
• Read and comprehend printed matter and text and data on computer monitors;
• Work at a desk, conference table, and in meetings of various configurations;
• Communicate intelligibly and effectively via speech, telephone, written correspondence and/or email;
• Exert manual dexterity sufficient for keyboard and other office equipment;
• Sit or stand for extended periods of time; and
• Lift and/or carry 25 pounds.

License and Certificates (current within the last year):
Required:
• Valid driver’s license and eligible to obtain California driver’s license upon hire.

Board of Trustees Approval: 12/04/2013: 07/09/2014