POSITION DESCRIPTION

TITLE: Classified Personnel Assistant Manager
LOCATION: Administrative Service Center
REPORTS TO: Executive Director Human Resources
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the supervision of the Executive Director of Human Resources, this position is responsible for assisting the Classified Personnel Manager with the overall day-to-day administration, and coordination of the classified personnel department. This person must be an enthusiastic and motivated with the ability to manage multiple projects, ability to establish rapport and building trust with colleagues, union leadership, and be highly-skilled in WESPAC system, consistency in decision making, and effective problem solving.

ESSENTIAL FUNCTIONS:
1. Assist in planning, organizing, and managing the day-to-day operations of the classified personnel department.
2. Participate in developing streamlined department processes and systems.
3. Assist in updating and rewriting job descriptions and assist in conducting annual salary surveys (when applicable),
4. Update the classified evaluation tool used for all classified employees and monitor the performance evaluation program.
5. Follow direction of Classified Personnel Manager in coordinating all classified job posting requests and follow contract provisions when hiring.
6. Assist with new-employee orientations, and staying up to date on changes occurring with competencies.
7. Assist with scrutinizing/processes on unpaid leave requests.
8. Assist with S-275 state reporting process and district budgeting preparation for classified staff.
9. Implement personnel policies and procedures effectively.
10. Communicate effectively with staff and general public in person, by telephone, via E-mail, and writing.
11. Maintain department records and reports, and monitor work for quality as directed by Classified Personnel Manager.
12. Recommend new approaches that will effect continual improvements in efficiency of department.
13. Ensure consistency in compliance with all federal, state, and local employment laws.
14. Ensure consistency in compliance with all collective bargaining agreements and district policy and procedures.
15. Assist in interpreting and administering grievances, employee welfare, union and management practices, etc.
16. Assist with training the classified personnel office to ensure consistency in processes.
17. Identify issues and resolve problems in a timely and consistent manner.
18. Read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Minimum of 3+ years of leadership experience in Human Resources, or hold a BA in a related field and at least five years of progressive experience in Human Resources.
2. Involvement with appropriate human resources network or organizations preferred.
3. Experience with labor unions and negotiations preferred.
4. Experience with handling discipline issues, grievances, and employment disputes preferred.
5. Ability to interpret collective bargaining agreements.
6. Thorough understanding of FLSA and FMLA regulations and requirements,
8. Experience with Skyward and WESPaC Human Resources modules
9. Ability to communicate effectively, using proper grammar, spelling, and punctuation both verbally and in writing.
10. Must possess strong interpersonal skills.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Ability to communicate effectively with staff and the general public.
13. Ability to handle multiple priorities at one time.
14. Demonstrated organizational skills and a commitment to follow through.
15. Ability to perform under conditions of constant interruption and deadline pressure.
16. Ability to establish and maintain positive relationships with others as part of a team
17. Must have strong ethics, be dependable, and show good judgment
18. Ability to be flexible, meet deadlines and work effectively under pressure
19. Willing to update knowledge by attending trainings, workshops, conferences, etc.
20. Must have the ability to follow instructions, respond to management direction, and improve performance through management feedback.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day
$76,785-$82,024 annual salary DOE

Revised Date: 02/20/2018
Classification: Management/Confidential
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Display on Web? No

Classified Personnel Assistant Manager