



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Manager, Human Resources

Class Code: 1639

Work Days: 225

GENERAL PURPOSE

Manage, supervise, and coordinate assigned activities and operations within the Human Resources Unit; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over technical, clerical, and other management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Manage, administer, and participate in Human Resources functions for the Department, which may include employee health benefit programs, wellness program activities, records and leave management, professional development programs, and special projects.
 3. Provide guidance and consult on various Human Resources related subjects and advise staff regarding various HR policies and procedures.
 4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
 5. Provide assistance to senior division and organization leadership on various projects; research issues; compile and analyze data; develop reports; and respond to requests for information on projects.
 6. Manage and participate in the preparation of human resources and employment reports; oversee the preparation and maintenance of records, guidebooks, manuals, and other employment publications.
 7. May assist in employee relations and support with employee associations.
 8. Attend and participate in professional group meetings with outside agencies and organizations; stay abreast of new trends and innovations in Human Resources.
 9. Demonstrate attendance sufficient to complete the duties of the position as required.
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10. Perform related duties and responsibilities as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of

1. Operational characteristics, services, and activities of human resources management programs and services and public sector employment environments.
2. Pertinent federal, state, and local laws, codes, and regulations, including complex principles and practices of human resources services such as leaves and accommodations,
3. Methods and current best practices of recruiting, testing, interviewing, and selecting applicants for employment.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Principles and procedures of wage and salary/benefits administration.
7. Operational characteristics, services, and activities of Human Resources Information Systems.

Ability and Skill to

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Plan, organize, and administer a complex, comprehensive human resources program.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in human resources management, industrial relations, business administration, or a related field and four (4) years of human resources experience, including health and benefits, training and development, employment records, and/or performance management; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.