

PERSONNEL MANAGER

DEFINITION

Plans, directs, and coordinates the specialized clerical and technical activities of assigned operational units engaged in providing a variety of personnel services and functions.

TYPICAL DUTIES

- Plans, coordinates and supervises technical and clerical activities involved in the processing and verification of personnel assignment transactions according to state, local, and District rules and regulations.
- Interprets, applies, and explains laws, rules, policies, and collective bargaining agreements pertaining to personnel practices to District administrators, employees and the public.
- Reviews, develops, and implements procedures related to manual and/or automated processing of assignments, records maintenance and other operational activities to improve efficiency of services.
- Administers the maintenance of automated databases related to classification coding and salary and differential changes; verifies accuracy of data, and coordinates changes in automated systems with payroll and budget or other offices of the District.
- Resolves difficult problems involving timely processing of assignment data, issuance of appropriate salary rates, and other matters affecting personnel transactions.
- Develops and directs the preparation, revision, and distribution of personnel guides, memos, and other related personnel forms.
- Supervises the preparation of the personnel action report to the Board of Trustees, and prepares non-routine reports to the Board of Trustees as required.
- Represents the Office of Personnel Operations at various councils and committee meetings, as designated, on matters affecting personnel assignment transactions, personnel and payroll systems, and retirement regulations.
- Directs and coordinates with the Department of Information Technology and the State Chancellor's Office the preparations of data for the State MIS Employee data reports and IPEDS reports.
- Serves as liaison for the District with the contracted medical consultants to coordinate the processing of requests from administrators for fitness for duty examinations and employee illness leave and return forms.
- Provides training related to personnel policies and procedures and changes to the automated personnel/payroll system to employees District-wide.
- Develops the budget for the assigned operational areas and reviews and controls expenditures of funds.
- Oversees the administration of the tuition reimbursement program and verification of collective bargaining contract compliance, completion requirements, and reimbursements amount.
- Oversees the maintenance of certificated and classified personnel records.
- Oversees the issuance of financial credit verifications and service verifications.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Personnel Manager plans, directs, and coordinates the specialized clerical and technical activities of operational units engaged in providing a variety of personnel services and functions.

A Senior Personnel Analyst performs the more responsible and complex technical personnel work and is responsible for the day-to-day supervision of a major personnel management component.

Directors in the areas of personnel, business services, or information technology are the District's top technical experts in their respective occupational fields and manage central administrative units which are responsible for providing policy, technical, and procedural direction, guidance and coordination over activities which impact the financial, human, capital, or information systems resources of the District as a whole.

SUPERVISION

General supervision is received from the Senior Director, Personnel Operations. Supervision is exercised over professional and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Policies, procedures, and practices of public personnel administration
- Personnel/Payroll systems and reports
- Laws, rules, policies, procedures, and collective bargaining agreements related to employee assignments, compensation, recruitment, benefits, equal employment opportunity and affirmative action
- Principles and procedures of budgeting
- Retirement systems used in the public sector
- Principles and procedures of data processing applied in personnel management
- Principles and methods for conducting analysis of procedures and improving operational services
- Principles of supervision and training
- Organization, functions and inter-relationships of operating units of the District
- Capabilities of computer applications and hardware in the management of personnel operations

Ability to:

- Plan, organize, and supervise the work of others
- Interpret and apply applicable rules, laws, and procedures to personnel operations
- Identify, analyze, and solve a variety of problems related to personnel assignments and salary allocations
- Analyze, develop, and implement changes in operational policies and procedures
- Gather, evaluate and summarize data; prepare and present effective written and oral reports

Ability to: (Cont.)

Train others in specialized personnel practices and procedures
Exercise tact and good judgment in explaining rules, procedures, and programs
Maintain effective working relationships with all levels of District administrators, employees, and representatives of public agencies and private organizations
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university, preferably with a major in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field.

Experience:

Four years of professional-level experience in the areas of personnel operations or management information systems analysis and implementation, two years of which must have been in a supervisory capacity. Two years of the required experience must have also been with a public agency.

Special:

A valid California Class "C" driver's license.
Access to an automobile.