



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

Administrator, Human Resources

**Class Code: 1370
Work Days: 225**

GENERAL PURPOSE

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

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises 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 classification, compensation and benefits, records and leave management, evaluation, systems, testing and recruitment programs, professional development programs, and special projects.
 3. Provide guidance and consult on a variety of Human Resources related subjects and advise staff regarding various HR policies and procedures.
 4. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
 5. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 6. Plan, prioritize, assign, and review the work of staff responsible for providing Human Resources services; prepare work schedules for appropriate staff.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
8. Participate in employee relations management and support with employee associations.
9. Provide assistance to senior division and organization leadership on a variety of projects: research issues; compile and analyze data; develop reports; and respond to requests for information on projects.
10. Manage and participate in employee relations and disciplinary decisions; assist managers with coaching strategies and with the writing and preparation of performance management plans; assist in the improvement of staff performance; implement progressive disciplinary procedures; and assist with the preparation of disciplinary documents for employees as needed.
11. Create and deliver professional development on Human Resources and related practices to OCDE staff at all levels of the organization.
12. Ensure that HR materials and tools are compliant with OCDE, Equal Employment Opportunity, and Affirmative Action policies, guidelines, and regulations as well as pertinent state and federal labor and education codes.
13. 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.
14. Attend and participate in professional group meetings with outside agencies and organizations; stay abreast of new trends and innovations in the field of Human Resources.
15. Assist with negotiation of bargaining unit agreements.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. 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 equal employment, leaves and accommodations, employee association rights, discrimination, harassment, etc.
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/benefit administration.

Knowledge of (cont.):

7. Operational characteristics, services, and activities of Human Resources Information Systems.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Plan, organize, and administer a complex, comprehensive human resources program.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. 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 Master's degree from an accredited college or university with major course work in human resources management, industrial relations, business administration, or related field, and five years of increasingly responsible human resources leading others in recruitment, wage and salary administration, health and benefits, training and development, employment records, and/or performance management.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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 the essential functions.

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

Revised 3/2017