Job Title: Office Manager – Human Resources  Exemption Status/Test: Exempt/Administrative

Reports to: Executive Director of Human Resources  Date Revised: November 17, 2015

Dept./School: Human Resources

Primary Purpose:
Provide support for daily human resource operations. Handle HR inquiries and provide responsive and knowledgeable assistance to employees. Assist Executive Director, Directors, and Coordinators.

Qualifications:

Education/Certification:
High School Diploma

Experience:
Five (5) years’ experience in Human Resources

Special Knowledge/Skills:
Supervise and evaluate clerical employees
Knowledge of general compensation including compliance with state and federal laws and regulations
Knowledge of contract procedures and data
Ability to implement policy and procedures
Ability to interpret data
Strong public relations, organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Human Resources Management
1. Assist in updating district pay structures.
2. Document, and implement procedures for administering the districts pay practices and ensure that procedures for placement of newly hired employees and employees who change assignments are applied consistently. Streamline processes to ensure efficient and effective operations.
3. Evaluate credentials and calculate creditable years for salaries for new hires and assignment changes.
4. Supervise clerical staff to ensure that the office is run efficiently and that procedures fall within local district and state guidelines.
5. Assist to coordinate the annual salary change process and monitor adjustments to ensure accuracy.
6. Investigate and respond to salary review requests from district personnel.
7. Interview, hire, and evaluate clerical staff and oversee aspects of their jobs.
8. Manage and monitor Kronos for all Human Resources employees.
9. Coordinate contract information for any changes and the distribution to campuses/departments.
10. Works cooperatively with auditors and employees to explain any HR actions.
11. Coordinate and facilitate New Employee meetings. Maintain and audit HR information database to ensure that employee information is accurate, current, and reliable.
12. Prepare and submit HR agenda reports for the Board meetings.
13. Coordinate the distribution of service pins to employees.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

**Supervisory Responsibilities:**

Supervise and evaluate clerical staff.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; knowledge of Microsoft Office and Business Management Information Systems

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.