



Littleton Elementary School District Position Description

TITLE: Human Resources Supervisor

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform professional, technical and analytical Human Resources (HR) duties in recruitment & selection, classification & compensation, program compliance, records management, employee relations, and special projects.

PRINCIPAL DUTIES: (essential functions)

- Consults with staff and managers to analyze, facilitate and resolve HR issues; interprets policies and advises employees and supervisors regarding HR issues, policies and procedures.
- Responds to requests for information and assistance from employees, management, outside agencies, and the public; explains personnel policies and provides assistance and technical information to District staff and the public within scope of authority.
- Interprets and explains Federal and state rules and regulations; conducts studies and provides assistance on compliance with laws, rules and regulations, and coordinates resolution of issues.
- Plans and coordinates the recruitment and selection process; monitors hiring process to assure adherence to HR policies; coordinates interview process, including coordination with hiring managers, testing and selection process.
- Conducts organizational studies; researches personnel issues and regulations; conducts surveys of comparable organizations and analyzes results; collects financial, technical and administrative information and compiles data for project reports.
- Monitors documents and policies for compliance with Federal, state, and District policies and practices; oversees the maintenance of HR records and confidential employee personnel files, and assures compliance with state and Federal regulations.
- Performs research and analysis on special HR projects, and prepares reports based on the findings and results; assists the HR Director in policy administration including researching and interpreting regulations, and advising on policy development and implementation issues.
- Compiles, extracts and analyzes statistical data on District operations, and prepares technical reports as required.
- Conducts group orientation meetings and counsels individual employees.
- Explains rules, policies, and procedures within the scope of authority; refers technical questions and matters requiring policy interpretation to Director for resolution.
- Maintains absolute confidentiality of all work-related matters, personnel records and information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District organization, operation, policies and procedures.
Knowledge of principles and practices of human resources administration in the public sector.
Knowledge of State and Federal laws, statutes, rules, codes and regulations governing Human Resources activities and functions, including certification requirements for education.
Knowledge of recruitment strategies, and laws and regulations relating to Equal Employment Opportunity (EEO) and the Affirmative Action Plan (AAP).
Knowledge of procedures for management of public sector personnel files and confidential records.
Knowledge of computer spreadsheet and database software applications.
Knowledge of general office processes and procedures.
Knowledge of safe work practices.

Skill in analyzing HR issues, collecting information, and recommending methods, procedures and techniques for resolution of issues.
Skill in interpreting and explaining technical HR policies and procedures.
Skill in interpreting and applying relevant County, state and Federal statutes, rules and regulations.
Skill in researching, collecting, and analyzing data, and preparing reports.
Skill in maintaining confidentiality of District issues and personnel information, according to the standards of the Privacy Act of 1974, {5USC § 552A}.
Skill in entering information into a computer system with speed and accuracy.
Skill in operating personal computer utilizing standard and specialized software.
Skill in public relations and customer service.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

PREFERRED QUALIFICATIONS: Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND three (3) year's Human Resources program administration experience, including one year of recruiting experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.