

## College of the Redwoods

## Position Description

Position: Human Resources Manager	Position Number:
Department/Site: Human Resources	FLSA: Exempt, Mgr.
Reports to/Evaluated by: Director & Chief Human Resources	Salary Grade: 126

### **Summary**

Plans, develops, promotes, implements, directs and assesses college-wide employee and organizational learning programs and special partnership programs that directly support the college's strategic goals/issues. Coordinates, and provides support human resource services for all employee classifications.

### **Distinguishing Career Features**

The Human Resources Manager is the fourth and most senior level within a technical and professional career path. Advancement to Human Resources Manager is based on need, qualifications, and the ability to lead a program that has College-wide span of control, such as in, records and status changes, classification and compensation, process facilitation, labor relations, and benefits matters. Supervises Recruiter Coordinator and Human Resources Support Specialist.

### **Essential Duties and Responsibilities**

- Conducts annual training and development needs assessment property-wide to drive training initiatives and identify suitable training solutions for employees.
- Actively searches, creatively designs and implements effective methods to educate, enhance performance and recognize performance.
- Proposes training and development programs and objectives.
- Obtains and /or develops effective training materials utilizing a variety of media.
- Trains and coaches managers, supervisors and others involved in employee development efforts.
- Plans, organizes, facilitates and orders supplies for employee development and training events.
- Develops and maintains organizational communications such as bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
- Conducts follow-up studies of all completed training to evaluate and measure results.
- Modifies programs as needed.
- Exemplifies the desired culture and philosophies of the organization.
- Works effectively as a team member with other members of management and the HR

staff.

- Consults with department managers and supervisors to assess training needs.
- Develops, implements and delivers training programs for varying levels of individuals within the District.
- Continually evaluates training progress and training procedures to monitor and analyze course effectiveness and update curriculum as needed.
- Performs professional work of considerable difficulty overseeing a range of administrative functions related to human resource management, employee development and customer service.
- Administers various human resources classifications and procedures for all company personnel.
- Participates in developing department goals, objectives and systems.
- Maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.
- Conducts employee relations counseling; conducts exit interviews.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings. Maintains organizational charts and employee directory.
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Ensures compliance with all federal, state and local employment laws.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, and procedures associated with human resources management in higher education or related public service. Requires a working knowledge of common provisions of employee benefit plans. Requires in depth knowledge of personnel policies, rules and regulations. Requires a working knowledge of the provisions in labor contracts and Education Codes regarding human resources. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires well-developed knowledge of English language, punctuation, syntax, and grammar to prepare professional correspondence. Requires sufficient math skills to perform standard business math calculations. Requires well-developed human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to supervise, give instructions and orientation, and to facilitate discussions in individual and small group settings. Requires knowledge of

current principles, practices and trends in leadership and management as they apply to employee and organizational learning; community college, educational, and community issues; facilitation and event planning techniques, interpersonal communication skills, instructional design, learning styles and effective uses of technology in education. Considerable knowledge of principles and practices of human resource management, dynamics of employee development and professional growth, and training program design and presentation. Working knowledge of state and federal labor laws and regulations and report preparation.

▪ **Abilities**

Requires the ability to carry out the objectives and duties of the position. Requires the ability to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the College. Requires the ability to perform research and analysis. Requires the ability to learn, apply, and interpret College policies, procedures, and rules pertaining to human resources. Requires the ability to interpret and apply Education code and proposed legislation governing personnel practices. Requires the ability to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines. Requires the ability to train others and facilitate small group processes. Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization. Requires the ability to plan, organize and present training activities to diverse employee groups, establish and maintain effective working relationships with employees, other agencies and the public, follow written and verbal instructions, and communicate effectively verbally and in writing. Requires the ability to: plan, organize and implement multiple projects; work collaboratively with college and district employees and community members; establish cooperative working relationships with persons and organizations contacted in the course of performing assigned duties; communicate effectively orally and in writing; make oral and written presentations; supervise staff; prepare and administer budgets; and establish cooperative working relationships with persons contacted in the course of performing assigned duties.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer and keyboard at an acceptable rate and operate other common office equipment. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

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- **Education and Experience**

This position typically requires a Bachelor's degree in in human resources or a related field, four years of human resource experience and at least four years of training/professional development experience; or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.
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- **Licenses and Certificates**

May require a valid driver's license.
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- **Working Conditions**

Work is performed indoors in an office environment with minimal health and safety considerations.
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