

**San Jose · Evergreen Community College District
Classified Supervisor Job Description**

Position: Human Resources Supervisor

Department: Human Resources

Location: District Office

Date: December 15, 2021

POSITION PURPOSE

Reporting to the Associate Vice Chancellor of Human Resources, this position is responsible for overseeing the implementation and administration of personnel policies and practices, including benefits, complaint investigation, performance management and training, recruitment and equal opportunity employment, Diversity, employee relations and contract enforcement.

This position is responsible for supervising the core human resources functions, provide direction and support for daily operations, supervise staff, and coordinate with other programs and services related to or in support of the HR functions.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

Human Resources/Personnel Administration:

1. Provide clear articulation of District personnel policies and procedures to administrators and employees to ensure compliance and implementation of collective bargaining agreements.
2. Oversee grievance and disciplinary processes. Provide consultation and direction to administrators and supervisors in the resolution of employee disputes and conflict.
3. Develop and present training on human resources related topics and procedures, and as required to effectively implement collective bargaining agreements. Provide direction and development of new employee orientation and staff development programs.
4. Participate in shared governance and collaborate on a variety of institutional issues including implementation of collective bargaining agreements, employee/employer activities, and employee illness and injury prevention.
5. Promote and implement the District's Equal Opportunity and diversity plans in the administration of Human Resources policies, procedures, services, and programs, including recruitment and selection.
6. Oversee leaves, accommodations, and worker's compensation with specific responsibility for implementation of and compliance with ADA and FMLA/CFRA.
7. Develop and present applicable training on safety, cultural diversity, harassment, employment rules and collective bargaining provisions.
8. Process and investigate complaints. Respond to complaints and ensure appropriate investigation, reporting and compliance.

Recruitment and Benefits Programs:

9. Direct and oversee the District recruiting activities, including but not limited to position posting, applicant selection, committee composition compliance, position offering, and new employee onboarding process.
10. Oversee the implementation of the District's Health and Welfare Benefits programs including

medical, dental, vision, long-term disability, employee assistance programs, and COBRA.

Human Resources Department:

11. Coordinate the day-to-day operations of the Human Resources Department including , personnel processing, personnel recordkeeping, recruitment and selection, equal opportunity and diversity outreach, EEO compliance, accommodations, personnel policies, employee appraisal and recognition, contract administration and employee relations; supervise, develop and evaluate Human Resources support staff.
12. Perform other duties requiring a high level of responsibility and independent judgment.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and practices of human resource management and administration, including: employee recruitment, selection, employer-employee relations, personnel policies, conflict management, collective bargaining work environment, employment law, benefits administration, and legal compliance issues.
2. Principles of supervision, training, performance evaluation and discipline.
3. EEO, FEHA and other applicable laws, codes, regulations, policies and procedures related to assigned activities. Familiarity with California Education Codes, California Government Code, and Federal and State laws and regulations as they relate to public-sector human resource function, and employee relations in a Community College.
4. Recruitment and benefits programs.
5. Investigation techniques and applications related to equal opportunity statutes.
6. Budget preparation and control.
7. Principles and techniques of conflict resolution, discipline, grievance handling, mediation, and arbitration.
8. Principles of organization and management.
9. Modern office practice including operation of a computer and affiliated equipment/applications and Human Resources Information System technology.

Skills and Ability to:

1. Organize and direct workflow.
2. Interpret and apply collective bargaining agreements.
3. Effectively mediate disputes and resolve conflict.
4. Develop and implement personnel policies and procedures.
5. Organize and analyze varied and complex data and prepare comprehensive narrative and statistical reports.
6. Consistently apply concepts, laws, methods, techniques, and other guidelines of professional work in the human resource management field.

7. Communicate effectively both orally and in writing using tact, patience and courtesy.
8. Interpret and assure compliance with equal opportunity and diversity rules, regulations and laws.
9. Promote the District's diversity efforts.
10. Establish and maintain cooperative working relationships with others across all segments of the college community, external agencies and the public.
11. Train, supervise and evaluate assigned staff.
12. Effectively present information in public meetings, small groups, or to a single individual, in person or on the telephone.

Education and Experience:

1. Bachelor's degree in Business Administration, Public Administration, Human Resources, or a related field is required.
2. Progressively responsible experience in human resources/personnel is required. Demonstrated experience in employee relations is preferred.
3. Three years' supervisory or lead experience in human resources/personnel, preferably in the public sector is required.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS:

- Typical office environment.

Date Approved: 4/9/14; 11/9/21 (revised duties and degree requirement); 12/14/21 (lead experience added)

Salary Range: S-150

EEO-Category: 2B2 - Other Professionals