

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Human Resource Services Supervisor	REPORTS TO:	Director, Classified Personnel
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 AASD Supervisors'
REVISED:	July 1, 2010		

BASIC FUNCTION:

Plan, organize and supervise the operation of a variety of human resource services functions including credentials, information services, recruitment, classified and certificated staffing, and/or other human resources areas as assigned; performs difficult and complex technical assignments and supervises assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise the operation of credentials, information services, recruitment, classified and certificated staffing, and/or other human resources areas. **E**

Provide technical training and assistance to staff; assist in developing district programs, interpret legislation, and ensure compliance in a variety of areas related to human resources. **E**

Review, analyze and interpret proposed and existing legislation related to credential requirements and certificated and/or classified employment and acts as district resource; assist district and outside agencies in fulfilling mandated requirements. **E**

Organize unit assignments and determine priorities; supervise and train staff **E**

Supervise the preparation of information bulletins, correspondence, reports, and analytical studies. **E**

Supervise, plan assignments, and organize the work flow of the information services area within the division; develop programs and processes for improving efficiency of operations. **E**

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in business administration, public administration, education or other appropriate field and four years of recent, progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Pertinent state and county education codes and laws and regulations of the subject areas supervised.
Modern office practices and procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Interpret and apply segments of education and administrative codes and collective bargaining agreements.
Design and maintain computerized record keeping systems that interface with human resource management information systems technologies.
Operate standard office equipment including microcomputers and related software applications.
Train, supervise, and evaluate the work of others.
Establish and maintain effective working relationships with others.
Communicate effectively orally and in writing.
Plan and organize work.
Meet schedules and timelines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised: 7.01.10—represented by AASD

Revised: 4.2.04—PeopleSoft

Issued: 3.27.03

Job Code 6080

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