SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Human Resources Information Technology	**REPORTS TO:**	Director, Classified Personnel
DEPARTMENT:	Human Resources	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**SALARY:**	030
EFFECTIVE DATE:	March 14, 2001		

BASIC FUNCTION:

Plan, direct, coordinate, organize and implement technology products and information management systems for use by the Division of Human Resources and its clients.

REPRESENTATIVE DUTIES:

Develop and support operational guidelines and procedures for all technology based systems. *E*

Develop and maintain human resources applications and electronic forms environment. *E*

Coordinate, develop and write applications to be used with existing or new programs to streamline human resources processes and procedures. *E*

Develop short and long range plans for departmental efficiency through the use of technology and human resources. *E*

Serve as a resource and liaison to site, internal staff and support personnel on information services, technology products and networking infrastructure. *E*

Plan and perform research on new technology. *E*

Determine service levels and measures of effectiveness for information systems and technology programs. *E*

Assist with the long range planning of human resources goals and objectives and the development of measures of achievement and effectiveness. *E*

Install and maintain computer equipment within human resources; test software for department use. *E*

Recommend, define and program human resources Intranet solutions. *E*

Manage data through coordination of new technology to help facilitate the reporting and decision making process. *E*

Plan and control the department technology budget allocations. *E*

Direct and/or supervise assigned staff members. *E*

Develop and conduct on-going training sessions for assigned staff regarding changes in office policies and legal procedures. *E*

Remain current and knowledgeable on new technology/human resources issues associated with Intranet development; work collaboratively with others to prioritize and develop uses for new technology. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems, computer science, or related field and three years experience in position related to the job duties or a bachelor's degree in human resources or related field with additional training in information technology, information systems or computer science and three years experience in a position related to job duties. Master's degree preferred, but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Applicable computer language and software product evaluation
Multimedia applications, desktop publishing, inter- and intranet applications, website and forms design, etc.
Management information systems
Principles and practices of modern personnel administration
Requirements and restrictions of database concepts
Technical aspects of field of specialty
Inter- and Intranet concepts and development
Interpersonal skills using tact, patience and courtesy
Oral and written communication skills
Critical federal and state laws governing human resources functions

ABILITY TO:
Train and evaluate the performance of assigned staff
Learn and use new program languages and operating systems
Analyze and resolve managerial problems
Evaluate and prepare reports on new technologies
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction
Install and operate various computer technologies
Meet schedules and time lines
Analyze and resolve critical issues with significant organizational impact
Understand the practical and legal aspects of human resources functions

WORKING CONDITIONS:

ENVIRONMENT:
Office environment, fast paced work; constant interruptions

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports and view monitors; lifting moderately heavy objects.

HAZARDS:
Extended viewing of computer monitor and extensive use of computer keyboard.

Job Code 1875
PH