

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**MANAGER II, HUMAN RESOURCE SERVICES**

**DEFINITION**

Under direction of the Associate Superintendent, coordinate and oversee the activities of the Human Resource Services staff; assign, review, and evaluate the work of paraprofessional and clerical staff.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Supervise, train, and evaluate Human Resource Services staff.
2. Coordinate and participate in the recruitment and selection processes for hiring of District employees.
3. Serve as a member of the District staffing teams.
4. Conduct classification studies and analyze results for new and reclassified positions.
5. Interpret contracts and State, Federal, and local codes and regulations.
6. Maintain employee records.
7. Verify, monitor and audit teaching credentials to teaching assignments.
8. Follow up on all subsequent arrest reports and manage Department of Justice database.
9. Counsel employees regarding career ladders, working conditions, or working situations.
10. Process employee requisitions as appropriate.
11. Act in the absence of the Executive Director and/or Assistant Superintendent.
12. Represent Human Resource Services in Position Control (POCO) and other meetings.
13. Build relationships with department leadership, site leadership and union leadership.
14. Provide support to Human Resource Services management with one-time, long term and/or ongoing special projects as needed.

**QUALIFICATIONS**

**Knowledge of:**

Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; principles and practices of human resources management; recruitment, examination and employee selection procedures; employment laws related to Human Resources; proper techniques of files and record management including automated computer systems; correct English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures and equipment; research, record-keeping and report preparation techniques.

**Ability to:**

Maintain current knowledge of changes in California Education Code, District Board Policy,

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local collective bargaining agreements and all other applicable state laws; read, interpret, apply, and explain rules, regulations, policies, and procedures; establish and maintain professional relationships with management, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; learn detailed and complex procedures; work independently with limited supervision; comply with the District's customer service standards and outlined in Board policy.

### **Education:**

Equivalent to graduation from an accredited four-year college or university with a degree in Business or Public Administration, or closely related field, including coursework in business and human resource administration; OR any combination of training and experience equivalent to eight years in public school or public agency personnel administration, or in fields directly related to position requirements. Four years of professional experience in Human Resources, including leadership or project management oversight.

### **Experience:**

Progressively responsible experience equivalent to a minimum of four years, which provides a comprehensive background in public school or public agency personnel administration, at least two years of supervisory/leadership experience preferred; ability to use current District software and Human Resource online platforms.