

Delano Union School District

HUMAN RESOURCES MANAGER (Classified)

JOB SUMMARY

Under the supervision of the Superintendent or designee, the Human Resources Manager will play a key role in the development, implementation, and management of human resources policies and practices. This position will oversee HR functions, including recruitment, employee relations, compliance, performance management, and professional development, while ensuring alignment with district goals and California state education regulations.

REQUIRED QUALIFICATIONS:

- A. Education and experience: Bachelor's degree, preferably in Human Resources, Business or Public Administration, or a related field. Must have thorough knowledge of HR functions, experience with Quintessential School Systems and student information systems, and the ability to communicate effectively in both English and Spanish. Three years of progressively responsible personnel experience.
- B. Credential and licenses: None.
- C. Knowledge of: Federal and state laws, California Education Code, District Policies and Procedures, Certificated and Classified Collective Bargaining Agreements; principles of organization and management; techniques and objectives of a School District Human Resource Office, including recruitment, interviewing, selection, classification, compensation, personnel administration, and contract management.
- D. Abilities and Skills: Read, interpret, apply and explain rules, regulations, policies and procedures; demonstrate effective instructional, organizational, and managerial leadership; follow safety procedures and written & verbal instructions; work cooperatively with staff, students & public; make independent decisions; work autonomously; demonstrate good judgment & good problem-solving skills; organize tasks, set priorities and meet deadlines; manage multiple tasks; direct, supervise and instruct others; respond appropriately to evaluation and changes in the work setting; analyze problems, determine alternative solutions, and make appropriate and effective decisions; communicate effectively in oral and written form; plan, develop, and maintain effective organizational and community relationships.
- E. Personal Qualities: Integrity and emotional maturity; interpersonal and organizational skills; leadership ability and the capacity to take initiative and work successfully as part of a team; commitment to positive, collaborative relationships with staff, and community; willingness to obtain additional training in areas related to job function, knowledge, abilities, and skills.

ESSENTIAL FUNCTIONS

- 1. Manage and support HR operations for the district, including recruitment, hiring and onboarding of staff.
- 2. Ensure compliance with all applicable federal, state, and local employment laws, as well as

district policies and collective bargaining agreements.

3. Maintain accurate employee records, ensuring confidentiality and security of sensitive information.
4. Collaborates with school principals, department heads, and other district leadership to address staffing needs and resolve personnel issue.
5. Assist in developing and administering district-wide HR policies and programs.
6. Directs, coordinates, and reviews HR plans; meets with staff to identify and resolve issues, assign tasks, monitor workflow, and review and evaluate work methods and procedures.
7. Monitors employee evaluation processes and improvement plans to ensure compliance with district policies.
8. Oversees and monitors the leave process for all employees, including FMLA, CFRA, Workers' Comp, and unpaid leave, in accordance with applicable laws and regulations.
9. Provides leadership in developing personnel practices that ensure effective recruitment, assignment, promotion, and staff development.
10. Supports contract negotiations by collecting data, including wage and benefit comparisons and contract language.
11. Manages all certificated renewals, board resolutions, applications for temporary permits, and state credential audits and student teacher placements. Assists with Induction as needed.
12. Serves as the liaison between the district, County of Education, colleges, Commission on Teacher Credentialing and Department of Justice.
13. Assists employees in resolving employment-related questions, clarifying personnel procedures, and updating records.
14. Serves as the Custodian of Records to review criminal record sheets of new hires, substitutes and volunteers in compliance with penal Code section 11102.2.
15. Support the district's diversity, equity, and inclusion goals through recruitment and retention strategies.
16. Perform other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 – 50% | 4. Very Frequent = 76% & above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.

- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, and pull.
- 2 g. Ability to lift 25 lbs.
- 2 h. Ability to carry 25 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Adheres to the policies of the Board of Education, the California Education Codes and other applicable laws and Regulations
2. Participates in meetings, trainings, workshops, and District and school site collaborative forums.
3. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
4. Effectively operates the Quintessential School Systems and student information computer software.
5. Prioritizes and schedules work; meets timelines and schedules.
6. Maintains and establishes appropriate confidentiality of materials.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Board Approved: 11/18/25