

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Human Resources Administrative Manager

BASIC FUNCTION: Under the supervision of the area Director, supervises highly skilled personnel and performs managerial duties, including, but not limited to, organizing, supervising, selecting, and evaluating the staff and operations of the Diversity & Human Resources office relating to the day-to-day functions of the department; provides advice and assistance to management and supervisory staff regarding personnel related matters.

SUPERVISORY RESPONSIBILITIES: Human Resources Analyst, Human Resources Specialist III, Human Resources Specialist II's, and Human Resources Specialist I.

REPRESENTATIVE DUTIES:

1. Plans, schedules and performs a variety of work related to the assigned personnel office functions, including classified, academic and affirmative action matters.
2. Provides information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary.
3. Oversees paper flow and participates in the interview process as the Diversity & Human Resources representative, as needed.
4. Prepares, produces and distributes materials and reports related to the personnel function of the college under the direction of the Vice Chancellor of Diversity & Human Resources.
5. Maintains college academic and/or classified personnel files and records related to hiring, reclassification and personnel actions.
6. Oversees and ensures proper teaching qualifications of academic employees, full and part-time.
7. Prepares and transmits salary information to payroll office; gathers, records and updates information for salary movement of employees in the Datatel system.
8. Prepares and maintains annual notice of employment contracts for all managers and full-time faculty.
9. Maintains District salary schedules and assignment of classes to salary range lists for academic, classified, confidential, management, and hourly employees.
10. Compiles and prepares statistical data and survey information.
11. Responds and attends to details of processing EDD unemployment claims.
12. Prepares employment forms for academic and classified employees.
13. Prepares Board actions under the direction of the Vice Chancellor, Diversity & Human Resources.
14. Inputs and supervises employee data into computer.
15. Maintains harmonious relationships with other government agencies regarding credential applications and funded programs and completes required reports in matters involving Human Resources department activities.
16. Trains, assigns and evaluates work of department personnel.
17. Serves on District-wide committees regarding the department, as assigned by the Vice Chancellor of Diversity & Human Resources.
18. Assists with developing department budget.
19. Provides leadership and effective function responsibility for implementing and maintaining the Diversity & Human Resources data information systems.
20. Serves as a member of the Management Association.

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21. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
22. Advises management and supervisory staff in the management of the collective bargaining agreements.
23. Provides advice and assistance to management staff in regards to personnel-related matters.
24. Performs other related responsibilities as may be assigned.

EDUCATION: Associate of Arts degree from an accredited institution.

EXPERIENCE: A minimum of five years of increasingly responsible clerical experience which includes at least three years of technical experience in human resources at the community college level. Supervisory experience desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: modern office practices and procedures.

ABILITY TO: interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; interview and communicate effectively with officials, faculty members, employees, students, and the public; type at a speed not less than 50 words per minute; establish and maintain effective relationships with others.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, managers, supervisors, other departmental personnel, temporary agencies, faculty, and applicants.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.