

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUPERVISORY POSITION

JCN: 250
RANGE: 169
EXEMPT

HUMAN RESOURCES MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources Division, plan, manage, organize and supervise the daily operations of the Human Resources Department (HR); responsible for administering a wide variety of professional and technical functions, including recruitment, staffing, benefits, and employee relations, professional learning opportunities and onboarding for the Office of Fresno County Superintendent of Schools (FCSS); serves as a technical resource and liaison to other departments, school districts, and the public; provide guidance on HR matters; assist with internal investigations; resolve operational challenges; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer and implement HR policies, procedures, and standards, ensuring strict departmental compliance with all federal, state, and local employment laws (including Equal Employment Opportunity (EEO), Americans with Disability Act (ADA), and Family Medical Leave (FMLA)) and state agency requirements ((California Commission on Teacher Credentialing (CTC), California Department of Education (CDE)).
- Assist in the coordination of the development and implementation of Professional Learning opportunities for FCSS employees regarding various topics related to human resources processes.
- Assist in the management of personnel procedures related to employment application processes, examinations, promotion, demotion, transfers, reassignments, resignation, dismissal layoff, re-employment, leave entitlements, compensation, licensing and certification as applicable for all personnel.
- Assist the Assistant Superintendent, Human Resources Division, to plan, organize, control, and support the direction and operations of the Human Resources Department; resolve issues and concerns as they arise.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve a variety of complex issues and conflicts and exchange information; refer concerns to Administrator, Human Resources and/or Assistant Superintendent, Human Resources, as necessary; problem solve, make difficult decisions, and formulate plans of action.
- Conduct investigations into employee complaints, harassment allegations, discrimination claims, and other personnel-related issues, ensuring a fair, impartial, and confidential process that leads to a proper and timely resolution, while guaranteeing all human resources functions comply with established laws, codes, regulations, contracts, policies, and procedures.
- Develop, compose, review, and proofread a wide variety of materials, such as reports, presentations, spreadsheets, contracts, and correspondence to meet departmental needs, provide recommendations, and ensure accuracy, completeness, and compliance with organizational standards, policies, and procedures.
- Ensure proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality.
- Manage all occupational health services, including but not limited to physical examinations, and drug/alcohol screenings.
- Manage and maintain retiree health and welfare benefits.

- Manage and maintain the FCSS' Restricted Access Database.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for Human Resources Department; oversee the implementation of assigned programs; recommend within department policy, appropriate services and staffing levels; recommend and administer policies and procedures county office wide.
- Manage employee relations issues, including conflict resolution, disciplinary actions, and grievances, fostering a positive and collaborative work environment.
- Oversee all functions and initiatives for the FCSS Goodwill and Employee Wellness Committees.
- Oversee all leave administration (FMLA, medical, personal) and partner with the Safety and Risk Manager to manage workers' compensation claims and coordinate the ADA interactive process, ensuring full compliance with state and federal regulations.
- Oversees the design, implementation, and maintenance of HR systems, procedures, forms, and publications; directs the preparation, analysis, processing, distribution, and maintenance of organizational correspondence, reports (personnel, narrative, and statistical), and documents; ensures the accurate, confidential maintenance of all employee records and files through the effective use of HR information systems.
- Participate in the development and implementation of strategies to address employee turnover, retention and succession planning.
- Plan, develop, implement, and conduct a variety of meetings, workshops, presentations, and staff development activities for internal employees to enhance their skills and competencies, school districts, and outside agency personnel, including preparing related support materials and staying abreast of new trends and innovations in human resources.
- Plan, organize, coordinate, and implement the operations and activities of the Human Resources Department; oversee departmental coverage and staffing and ensure all activities are efficient and comply with established laws, standards, and procedures across recruitment, employee onboarding, employee services, health and welfare benefits, wellness, workers' compensation billing, livescan services, the classified and certificated substitute desk, and front desk reception.
- Provide input into the planning and preparation of union-management contract negotiations, grievances and hearings; administer the provisions of existing employee contracts and agreements; advise staff regarding provisions of contracts.
- Research, compile, verify, analyze, and provide a variety of personnel information and/or reports; special projects and committees for compliance reviews; prepare and maintain a variety of records, reports and files related to recruitment, position control, personnel and assigned activities.
- Work closely with school site principals, department/program leaders, and other administrators to support their program needs.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.

- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Americans Disability Act (ADA).
- Best practices regarding workplace.
- Equal Employment Opportunity (EEO)
- Family Medical Leave Act (FMLA).
- Labor relations.
- Methods of recruitment and selection.
- Position Control.
- Principles and practices of public sector human resources.
- Principles and techniques of organization, administration, personnel management and budget development and control.
- Principles and techniques of policy analysis and development.
- Principles of employee benefits administration.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Compose sensitive correspondence and written materials independently or from oral instructions; oversee, review, and edit correspondence drafted by personnel.
- Generate a range of alternative solutions to identify problems or needs and develop logical and persuasive recommendations.
- Identify costs, benefits, and risks associated with recommended courses of action.
- Interpret current laws, codes, regulations, rules, and compliance monitoring requirement for assigned areas.
- Lead and direct assigned personnel with diplomacy, courtesy, discretion, and confidentiality.

- Leverage technology to streamline and enhance human resources processes.
- Maintain confidentiality of sensitive and privileged information.
- Oversee all aspects of record-keeping and reporting, including directing personnel in data collection and report generation.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Understand and resolve issues, complaints, or problems.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency Certificate.
- Bachelor's degree human resources, public administration, business administration or another field preferred.

EXPERIENCE:

- Five (5) years of increasingly responsible experience in business administration or human resources.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.

- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 11/07/2025