



NEW: Submitted:  
07/01/2019 05/14/2019

JOB TITLE:	MANAGER HR QUALITY CONTROL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3074
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

The Manager of HR Quality Control assists the Chief of HR to provide high quality human resources interaction and efficiency for all staff and potential candidates. The Manager of HR Quality Control knows all aspects of the Human Resource Department and measures the effectiveness and efficiency of the department.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a strong, positive working relationship with HR staff, central office staff, and school Principals to support the performance of the HR staff

Monitors the processes of the HR department for effectiveness, efficiency, and quality assurance

Oversees the performance related to customer service of the HR department

Supports the department when HR leadership team members may be on extended leave

Oversees special projects of the HR department ensuring project design, implementation and quality assurance

Reviews communications, procedures, and practices of the HR department for accuracy and proper implementation

Serves as a point of contact for customer services for the HR department

Assists in analyzing relevant HR data regarding employee quality, turnover, absenteeism, and other significant levers in improving workforce excellence

Keeps current with human capital needs of the District

Supports the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HR implications of the Principal's budgetary and staffing decision-making

Analyzes, interprets, prepares, distributes, and maintains the District's job descriptions, organizational charts and related files

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of experience with Human Resources Management; some of which has been at a large organization

Strong analytical skills that inform problem-solving and decision-making capacity

Knowledge of human resources processes in educational settings, legal, or employment procedures
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Working knowledge of HRIS systems
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Leadership experience at a large organization
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Human Resource Certifications
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Experience in a diverse workplace
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