

Under the supervision of the Assistant Superintendent, Human Resources and/or designee, serve as a technical expert and trainer for human resources staff in the collection, maintenance, and processing of human resource records and transactions. This position will also conduct research and analysis and provide guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, office policies and procedures, California Education Code requirements, and other complex human resources issues for the purpose of recommending system improvements and compliance with human resource laws and Education Code requirements.

- Serve as a technical expert and trainer for human resources staff in the collection, maintenance, and processing of personnel records and transactions.
- Provide guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, and office policies and procedures.
- Research complex human resources issues and make recommendations to the Assistant Superintendent regarding



- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

: Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.