



HUMAN RESOURCES BUSINESS OPERATIONS MANAGER

Position Summary

The Human Resources (HR) Business Operations Manager is responsible for the effective and consistent coordination and implementation of HR business processes, functions and procedures and monitors HR projects and workflow. On a regular and continuous basis, exercises administrative judgment on establishing departmental operation goals, standards, policies and procedures.

Supervisory Relationship

This position reports to the Director of Human Resources and interacts with other departments, administrators and staff District-wide. This position coordinates the work produced by HR Generalists, Specialists and other department staff in order to ensure completion of projects.

Essential Functions

- Plans, organizes, and coordinates the operations and activities related to the Human Resources (HR) operations and functions on a District-wide level.
- Supports HR staff to resolve human resource problems, interpret HR policies and procedures and recommends effective courses of action.
- Provides leadership in coordinating the activities of the HR Department to ensure compliance with all applicable laws, policies, regulations and collective bargaining agreements.
- Works closely with Payroll and other HR staff in developing, implementing and evaluating ongoing HR/Payroll programs, functions and activities.
- Provides consistent interpretation/application of HR policies and procedures across the District.
- Identifies optimal solutions that meet the needs of the HR functions by recommending process improvements, system enhancements and alternatives based on specific needs.
- Audits Lawson (HRIS) system capabilities for accuracy, integrity and functionality.
- Provides leadership and oversees employee information collection, analysis and reporting; supervises the input of data and ensures data integrity.

- Responsible for preparing, entering and monitoring department budget.
- Serves as the Department's liaison to HR staff and management, as well as central point of contact for interdepartmental projects and communications related to HR business operations.
- Assesses HR operational needs and changes policies and procedures in order to ensure efficiencies and seamless delivery of services to all present, past and future customers of the District. Assists in the development of the department's strategic plan for all operational activity.
- Oversees internal auditing and quality control efforts and is the point of contact for Finance audits.
- Uses various software applications, such as spreadsheets, relational databases and graphics packages to assemble, manipulate and/or format data and/or reports.
- Assists with coordinating yearly processes including year-end closing, contract rollovers, yearly rate and pay schedule adjustments, work year calendars, staffing, etc.
- Coordinates employee development and training activities.

Required Knowledge, Skills and Abilities

- Ability to maintain confidentiality at all times.
- Must have strong proficiency in the functional use of key business applications including HRIS (i.e. Lawson).
- Ability to interpret and incorporate District HR policies and procedures into practice.
- Ability to translate HR operational needs and requirement to others.
- Knowledge of principles of office organization and principles of management.
- Knowledge of modern office practices, procedures, and equipment, including microcomputers and applicable software applications.
- Knowledge of principles and practices of bookkeeping and budget preparation.
- Must understand and interpret policies and procedures and be able to explain them to others.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with persons within and outside the organization.

Minimum Qualifications

Education

Graduation from an accredited college or university.

Experience

Two years of experience in a Human Resources department.

Work Environment

- Duties are performed in office setting.
- Execution of responsibilities may require work beyond the standard workday and workweek.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) – Professional
Pay Grade	Grade 5 /12-Month Work Year
Developed by	Dr. Celia Feres-Johnson – Director of Human Resources
Reviewed by	Paula Wolf
Approved by	Dr. Celia Feres-Johnson, Director of Human Resources
Last revised	November 2013