



## Senior Human Resources Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
190	Exempt	First – Mid Level Officials	Unrepresented	9	REV 6-14	09-032

**DEFINITION:** Under general direction; administers the activities of one or more functional units or critical ongoing activities within the Human Resources Department; or a single functional unit identified as having the most significant organizational or financial impact.

**DISTINGUISHING CHARACTERISTICS:** This is the highest level in the Human Resources Analyst/Administrator series. Incumbents are distinguished by their administration of multiple Human Resources functions or functional units, and/or the most complex department functions.

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to, the following:

- Administers the activities of multiple functional units, critical ongoing activities, or special assignments within the Human Resources department.
- Develops and implements policies, procedures, and goals for the assigned unit or activity to ensure compliance with applicable District standards and legal requirements, alignment and collaboration with other department units, and adherence to overall department objectives.
- Writes reports and provides detailed statistical and data analysis related to the assigned unit or special assignment.
- Works closely with other department units and other District staff to ensure compliance with all legal requirements.
- Investigates and analyzes matters of concern to District staff, applicants, and/or the public related to the assigned unit or critical activity, and recommends and implements appropriate remedial measures.
- Participates in the preparation of budgets for the department and the assigned unit, critical activity, or special project; and monitors and controls expenditures.
- Establishes and maintains confidential files and records, and performs administrative tasks such as data entry, and the writing and distribution of correspondence and other documents.
- Participates in the activities of assigned units and activities at all functional levels as needed, and may temporarily perform the duties of a subordinate in an emergency, or while the subordinate is on leave.
- May supervise staff on a regularly assigned or ad-hoc basis; including Human Resources Administrators, Sr. HR Analysts, HR Analysts, HR Assistants, and/or clerical staff; establishes performance standards; trains, monitors and evaluates staff; assigns and monitors work; and recommends and implements improvements and discipline, as required.
- May act as backup for another Senior Human Resources Administrator, or a Human Resources Manager; on a temporary basis.
- Performs related duties as required.



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Human Resources principles, practices and techniques, as well as applicable laws, statutes, and regulations related to some or all of the following depending on the unit of assignment: benefits, classification and compensation, employee relations, staff development; medical leave; reasonable accommodation, recruitment-staffing and testing, and/or Workers' Compensation; principles and practices of administration and supervision including leadership, team building, conflict resolution, training and performance evaluation; modern office practices including principles and practices of record keeping and confidentiality; computer software for word processing, spreadsheets, and presentation at the intermediate level of proficiency; English usage and business letter writing; report and presentation writing; and statistical analysis and business mathematics.

**Ability To:** Organize, implement, and direct multiple functional units and/or critical ongoing activities within the Human Resources department; supervise, train, motivate, and evaluate assigned staff; correctly interpret, explain, and implement Federal, state and local laws and regulations, as well as District and departmental policies and procedures; compile, review, analyze, and interpret application materials, employee records, testing and other selection methods and models, and related documentation; communicate effectively both orally and in writing in a business environment; independently compose reports, correspondence, and other documents; quickly learn and effectively use new computer software as adopted by the District; maintain confidentiality; work with a variety of diverse groups in a tactful and effective manner; effectively handle multiple assignments; respond to the needs of various District departments in a timely manner; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

**Education:** Equivalent to a Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Organizational Development, Training and Development, Public Administration, or a related field, from an accredited college or university.

**Experience:** Equivalent to at least six (6) years of recent, verifiable, and increasingly responsible Analyst level experience in a Human Resources department, including at least two (2) years at a level equivalent to an HR Administrator. Post-graduate education will be considered as a substitute for one or two years of the required experience.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment. Some assignments in this classification require physical mobility in order to travel expeditiously to various locations and facilities within the District.

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