

## POSITION DESCRIPTION

**Job Title:** Employee Services Manager  
**Reports to:** Director of Employee Resources  
**Department:** Employee Resources  
**FLSA Status:** Exempt  
**Posting Date:**

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### **Job Summary:**

Responsible for planning, organizing, and directing the functions, activities, and supervising the staff of the Employee Resource staff in the functions of administration, payroll, hiring and recruiting, benefits and compensation.

### **Essential Functions:**

Encourage cooperation between team members of the Employee Resources Department. Emphasize work objectives, explain the importance of reaching them with efficiency, sustain interest in tasks, and understand the personal needs of subordinates in order to be able to provide individual coaching.

Supervise and direct the activities of Employee Resource personnel in the functions of administration, hiring and recruiting, payroll, benefits and compensation. Review individual performance and advise on job improvement, future career paths and interpersonal behavior. Provide disciplinary action as necessary.

Ensure efficient coordination of administration, hiring, benefits, and payroll activities. Allocate resources (people and materials) between jobs and organize them to meet objectives. Set up administrative systems to help implement quality work.

Provide spoken and written information about situations to Employee Resources Director, other department managers and staff. Inform staff of management policies. Challenge policies and procedures when necessary.

Make decisions that affect the employment and welfare of people. Decide courses of action after thorough evaluation, in conjunction with others, and on own initiative as needed.

Offer professional Human Resource advice to the organization, department managers, and staff. Present a case for certain courses of action and make a case to management for resources and support.

Set priorities for utilizing resources. Plan both short and long term strategic objectives for the department. Formulate and adjust policy as needed. Create

schedules and task lists for staff and assist the Director in establishing the department budget.

Keep abreast of development in the Human Resource field. Learn new systems, methods and processes.

Evaluate and check work for accuracy and quality. Direct staff when work needs to be redone to meet specifications. Ensure that Employee Resource work meets federal, state, local, and District regulations and guidelines.

Perform other duties as assigned.

**Non-Essential Function:**

None

**Minimum Job Requirements:**

The specific minimum abilities required for job performance, such as:

Education: Bachelor's degree in Human Resources or closely related field

Experience: Six (6) years of experience in Human Resources with supervisory experience.

Specific Skills: Knowledge of federal, state, local, and District employment related laws, regulations and policies.

Specialized Knowledge, Licenses, etc:

PHR or SPHR certificate or equivalent Human Resources training desired.

**Supervisory Responsibilities:**

ER Generalists (7)

ER Clerk (1)

ER Clerk Part-Time (1)

ER/Payroll Clerk (1)

**Working Conditions:**

General office environment

**Physical Demands:**

A majority of time spent sitting with up to 20% time spent walking and occasional time spent standing or climbing

**Interfaces:**

Internal: Interfaces with District personnel throughout the organization.

External: Interfaces with general public, agencies, and other corporations.

**Success Factors:**

Is confident with people and enjoys analyzing their behavior

Prefers to direct and is skilled at persuasion  
Critically evaluates data, ideas, and information

**The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. To be considered for this position, all diplomas, licenses and other credentials must be on file before bidding closes.**

7/15/03