

## SUPERVISOR II – Human Resources

### **DEFINITION:**

Under the supervision of the Assistant Superintendent-Human Resources, supervises and performs a variety of complex and professional human resources functions in the position control, staffing allocations, recruitment, classification and compensation of classified and certificated employees; plans, audits, oversees and evaluates District Human Resources systems and databases and their integration with related systems in other departments; collects and analyzes information to support the presentation of data for collective bargaining and other HR functions; assures personnel activities comply with established laws, rules and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises and evaluates the performance of assigned personnel recommends; assigns employee duties and reviews work for accuracy, completeness and compliance with established requirements.

Performs a variety of complex and professional human resources functions in the position control, staffing allocations and data requests of classified and certificated employees; maintains confidentiality of sensitive and privileged employee information.



