
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5333
Salary Range: 25 (S1)

HUMAN RESOURCES SUPERVISOR – NUTRITION SERVICES

JOB SUMMARY

Under general direction plan, oversee and participate in the review and processing of documents relating to the District's Nutrition Services classified personnel employment and support services; serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, oversee and participate in the review and processing of documents relating to the District's Nutrition Services classified personnel support services, including employment of classified, limited term and exempt employees; assure smooth and efficient office operations. **E**
- Review and approve hiring packets for new and current employees; inspect documents for completeness and accuracy; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Review and approve Vacancy Assignments (VA's); verify eligibility of former employees for rehire; forward authorization to offer probationary employment; oversee the assignment of start and Board of Education action dates to employees after approval of the hiring packet and required clearances. **E**
- Review and approve assignment changes, additional hourly elections and promotions; check employee evaluations to verify satisfactory past job performance. **E**
- Review classified files for accuracy; remove items from the employee records as appropriate; scan new information into employee records; oversee the preparation of classified files to be transported for mass scanning; maintain outgoing and returned files log. **E**
- Collaborate with Fiscal Services and Personnel Commission regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**
- Oversee and participate in the daily operation and activities of the classified substitute system for the Nutrition Services Department; monitor the entry of classified employee substitute assignments; monitor and compile data and reports regarding classified substitute use. **E**

- Oversee and participate in Extended School Year (ESY)/Summer Employment Nutrition Services classified staffing activities; assure assignments are online and the timely distribution of employment notification. ***E***
- Determine exempt applicant eligibility for Nutrition services employment; meet with exempt applicants and explain applicable laws, codes, rules and regulations as needed. ***E***
- Conduct site employee file reviews with employees; assure proper contents; remain present with employees and union representatives during the file review process; provide copies of documents in accordance with established procedures. ***E***
- Serve as a resource to school sites, staff and other departments regarding technical Nutrition Services classified personnel issues; research and resolve the more difficult and complex personnel issues. ***E***
- Prepare maintain and submit a variety of records and reports pertaining to assigned activities; compile and verify data; compose correspondence, forms and other documents. ***E***
- Initiate and receive phone calls to obtain and provide specialized information regarding District and Nutrition Services personnel policies, procedures and regulations. ***E***
- Provide customer service assistance to applicants, District employees and the public; respond to a variety of general and complex inquiries regarding employment. ***E***
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and review work of staff for accuracy, completeness and compliance with applicable laws, codes, rules and regulations. ***E***
- Operate a variety of office equipment, telecommunications, computer hardware and software technologies; drive a personal vehicle to conduct work. ***E***
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes rules and regulations; conduct presentations as requested. ***E***
- Conduct applicant interviews as directed; may fingerprint applicants as needed.
- Participate in and oversee the preparation of special projects as directed.
- Perform related duties as assigned.

Note: at the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities

DISTINGUISHING CHARACTERISTICS

The Human Resources Supervisor – Nutrition Services supervises other personnel providing clerical and technical support for various classified employment and personnel functions and activities within the Nutrition Services Department, while performing work requiring a thorough knowledge of personnel rules, regulations, classified employment contracts and applicable sections of the California Education Code. Incumbents in this class compile data, complete and monitor completion of personnel transactions, resolve discrepancies and have responsibility for a wide variety of classified employment personnel matters. Incumbents are required to maintain the confidentiality of sensitive

and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Merit System rules and regulations.
Applicable sections of state codes and other laws regarding assigned personnel activities.
Local, State and federal laws applicable to assigned functions.
Classified and exempt employee payroll procedures, timelines and practices.
Bargaining unit contracts and salary schedules.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Modern office practices and procedures.
Principles and practices of effective supervision and training.
Effective oral and written communication skills.
Operations and applications of a variety of office machines, telecommunication devices, computer technologies and software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.
Telephone techniques and etiquette.

Ability to:

Plan, oversee and participate in the review and processing of documents relating to the District's classified Nutrition Services classified, limited term and exempt employment personnel support services.
Provide technical information and assistance to others.
Investigate and resolve the more difficult and complex Nutrition Services personnel issues.
Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies.
Maintain records and reports.
Analyze situations accurately and adopt effective courses of action.
Work independently with little direction.
Compile and verify data.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Assure compliance with applicable local, State and federal laws.
Effectively supervise, train and evaluate assigned staff.
Establish and maintain a variety of records and files.
Plan and organize work.
Communicate effectively both orally and in writing.

Operate a variety of office machines, telecommunication technologies, computer hardware and software.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Training

Associate's degree with coursework in human resources, business administration, management or a related field.

Experience

Three years of human resources generalist experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician with the Long Beach Unified School District.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.

Frequent interruptions.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 05/16/24