

**SAN ANDREAS REGIONAL CENTER
POSITION OPENING NOTICE**

POSITION TITLE: Limited Term Human Resources Manager

NUMBER OF OPENINGS: One

POSITION NUMBER: 342

SALARY RANGE: \$5112.00 - \$6214.00 Monthly In Five Steps

LOCATION: Campbell

Regular Full-Time Temporary Part-time

QUALIFICATIONS: A Masters degree in any combination with major work in administration, teaching, social work, personnel, psychology, business or a closely related field with a minimum of two (2) years of responsible professional experience following receipt of the college degree.

POSITION DESCRIPTION: An employee in this classification has primary responsibility for the following functions: Coordination of the employment process; coordination of all legal aspects and statistical monitoring of EEO/AAP objectives; assisting employees in obtaining all benefits to which they are entitled; assists management in developing expertise in performing employee reviews, commendations, reprimands, corrective action plans and counseling of employees; develops and implements extensive orientation program for new employees; develops and arranges in-service training programs relative to safety and emergency preparedness, employee performance standards, affirmative action, time management, management of stress and violence in the workplace; develop, coordinates, teaches and supervises student interns; and reaches out to university community to provide information and technical, assistance in developing an academic sequence about the field of developmental disabilities. An employee in this classification is also responsible for recruitment, retention and motivation of staff needed to implement the vision and philosophy of the agency; planning staffing needs, employee personnel benefits, compliance with government regulations, equal hiring and diversity issues and other aspects of human resource development.

SPECIAL SKILLS/KNOWLEDGE: Knowledge of problem solving and organizational development; management and administrative techniques; administrative analysis and report preparation. Ability to analyze complex administrative problems and to develop systems and procedures; gather facts and prepare clear and concise reports; establish and maintain effective relationships with others; speak and write effectively.

DATE POSTED: September 10, 2009

DEADLINE: Until Filled

SEND RESUME: Michael Chan, Director of Administrative Services
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