

**District Human Resources Manager
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

Job Title District Human Resources Manager
Department Human Resources
Institution State Center Community College District
Fresno, California

Date Posted Nov. 13, 2025

Application Deadline 12/11/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Human Resources

Apply Online Here <https://apptrkr.com/6714225>

Apply By Email

Job Description

Image not found or type unknown



District Human Resources Manager

Salary: \$109,862.00 - \$135,117.00 Annually

Location: SCCC District Office - Fresno, CA

Job Type: Permanent

Division: DO Human Resources

Job Number: 2025048

Closing: 12/11/2025 11:59 PM Pacific

General Purpose

**District Human Resources Manager
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

Under general direction, plans, organizes and implements Human Resources activities focused on the District's health benefits plans, leave management, workers' compensation program, and workplace accommodations; supervises assigned professional and technical staff; ensures compliance with District, federal, state and local regulations while supporting the District's health and wellness programs; provides guidance to managers, administrators faculty and staff; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, manages, integrates and evaluates the work of assigned Human Resources staff; participates in the developing, implementing and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and standards; contributes to development and monitoring of the annual department budget; and develops and delivers presentations and trainings for diverse audiences.
- Manages and evaluates the performance of assigned staff; interviews and selects new staff; establishes performance requirements and professional development goals; provides coaching for performance improvement and development; assesses the impact and feasibility of implementing operational changes as they relate to area of responsibility; makes recommendations, provides assistance, and participates in labor negotiations including the review and preparation of documents; may respond to grievances; approves overtime/compensatory time; subject to concurrence by senior management, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements; and performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership and collaborates with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- Oversees the administration of employee leave programs in compliance with state and federal laws, board policies, administrative regulations, Personnel Commission rules, and collective bargaining agreements; provides guidance and consultation to administrators, managers and

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

employees on leave matters, the Americans with Disability Act (ADA) and other pertinent laws.

- Oversees the development, and plans the implementation of programs and practices in employee accommodations, interactive discussions, and fit-for-duty processes; establishes frameworks that promote consistency, equity, and legal compliance; oversees and supports staff in executing these functions; aligns programs with existing functions to improve department workflow and services; and proactively addresses emerging trends and provides consultation or facilitates complex cases.
- Manages and plans the administration of District benefit programs, including medical, dental, vision, life insurance, employee assistance, long-term disability, and retiree health benefits; supervises daily benefit administration activities; serves as liaison with benefit vendors, brokers, and insurance carriers in the development, negotiation and administration of programs; oversees eligibility, coverage, premiums, benefit changes, claims processing, fees and check requests and issue resolution; plans and conducts the implementation of annual open enrollment periods; reviews and approves monthly billing reconciliation prepared by staff; ensures compliance with federal and state regulations, plan documents, and labor agreements; and oversees the administration of contracts and agreements involving employee benefits; and provides guidance in policy interpretation of plan documents.
- Oversees the administration of the District's self-funded workers' compensation program covering work-related injuries; coordinates with claims adjusters, medical service providers, and administrators to ensure effective case management; ensures compliance with applicable laws and regulations; and provides guidance on the resolution of complex claims and return-to-work processes.
- Recommends, evaluates and implements policies, procedures and standards designed to improve efficiency and effectiveness of services provided by the Human Resources Department; provides assistance to the Vice Chancellor, Human Resources implementing short and long-range plans and strategies to meet the department's goals.
- Coordinates with Office of Environmental Health and Safety to address risk management issues related to reducing work accidents and injuries; and ensures that required safety and compliance notices are properly posted and communicated by responsible personnel across District worksites.
- Prepares and maintains a variety of records and reports; oversees recordkeeping ensuring accuracy and integrity in documentation and storage; establishes recordkeeping procedures and retention schedules; ensures effective and efficient administration of electronic Human Resources Information Systems (HRIS) and database systems; and ensures District compliance with provisions of the Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Affordable Care Act (ACA) and required IRS reporting.

**District Human Resources Manager
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

- With members of senior management, participates in the development and implementation of District strategic plans, goals and objectives; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
- Collaborates with managers and department heads to coordinate employee leaves and ensures minimal disruption to departmental operations; coordinates with internal partners districtwide to coordinate workflows for employee leave and benefit related functions to ensure continuity and timely processing.
- Chairs the monthly Benefits workgroup meeting, attends the quarterly ASCIP Committee on behalf of the District and may serve or lead other related workgroups and committees.
- Oversees the administration of Education Code provisions related to differential leave, catastrophic leave, industrial accident leave, and related absences; develops and implements departmental policies and procedures to ensure compliance with state and federal law, collective bargaining agreements, and Personnel Commission rules; oversees the review and processing of CalPERS disability retirement applications; advises and guides administrators, managers, and staff on leave and disability procedures, documentation requirements, and eligibility determinations; coordinates with payroll, benefits, and CalPERS to ensure timely, accurate, and legally compliant processing; identifies areas for improvement, and implements districtwide process improvements.

OTHER DUTIES

- Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Participates in shared governance processes and initiatives.
- Responds to and resolves escalated concerns and complex issues.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, codes, rules, regulations, court decisions and legal interpretations related to the management

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

of human resources in a community college merit district, including the California Education Code, ERISA (Employee Retirement Income Security Act), Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), Educational Employment Relations Act (EERA), Family and Medical Leave Act (FMLA), Affordable Care Act (ACA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL).

- Principles, practices, methods and techniques of benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan recordkeeping.
- Principles, practices and methods of return-to-work and fitness-for-duty programs and their administration.
- Principles, theories, processes and practices of public human resources administration, including labor relations/negotiations, employee relations/discipline, performance appraisal, job analysis/position classification, compensation and leave management.
- Federal, state and local laws and regulations governing the administration of pre- and post-tax benefit plans and maintenance of plan and employee records.
- Employee benefits plan contract and coverage provisions and requirements.
- State of California Labor Code and workers' compensation law.
- Methods and practices of medical claims processing and maintenance of claims files and records.
- ACA, COBRA and HIPAA portability and certification regulations.
- The organization, functions, operations, policies and goals/objectives of the District and its Colleges.
- Principles and practices of sound business communications.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Principles and practices of strategic planning.
- Principles and practices of internal consulting.
- Trends and practices in human resources management.
- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Administering multiple complex HR leave management and benefit programs simultaneously with accuracy and confidentiality.

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

- Plan, organize, implement and direct a comprehensive human resources program in conformance with laws and professional standards.
- Understand, interpret, explain, apply and ensure compliance with complex insurance, workers' compensation laws and benefit plan laws, regulations, contract provisions, policies and procedures.
- Analyze complex benefits issues and problems, evaluate alternatives and make appropriate claims and eligibility decisions and recommendations in accordance with established policies and procedures.
- Understand, interpret, explain and apply Board, Personnel Commission, state and federal laws, codes, regulations, policies and court decisions governing the District's human resources management programs.
- Train, supervise and motivate employees.
- Prepare and present effective written and oral communications and reports on a variety of classified human resources policies, procedures and decisions that are comprehensive and meet legal requirements.
- Interpret, apply and explain principles of human resources management and laws related to personnel operations.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on difficult human resources situations.
- Work collaboratively with District directors and managers and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in human resources, public administration, business administration, accounting or a related field, and at least five years of progressively responsible experience in a human resources or risk management position, including some experience in benefits administration or workers' compensation, and at least two years in a lead or supervisory capacity; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; accommodate stressful situations; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes, including extended hours.

Assessment Process

APPLICATION SUBMISSION To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application copies of your degrees or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a performance (written) assessment (30% weight) and an oral interview assessment (70% weight). Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS: ORAL AND PERFORMANCE ASSESSMENT: JANUARY 8 - 9, 2026

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on an a District Office Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies in this classification at the District Office ONLY for at least six months.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT. VERIFICATIONS OF EMPLOYMENT WILL BE COLLECTED IF AN OFFER IS MADE.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5138827/district-human-resources-manager>

jeid-dac2a8c3fa84964a91d260bc3357e82b

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District Human Resources Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268261>

Downloaded On: Nov. 13, 2025 4:41pm

Posted Nov. 13, 2025, set to expire Dec. 11, 2025

N/A

State Center Community College District

,