



# SPA

**Contra Costa School of  
Performing Arts**

[www.cocospa.org](http://www.cocospa.org) • 925-690-8600

**Job Title:** Human Resources Manager  
**Category:** Classified  
**Work Year:** 228 Days  
**Supervisor:** Executive Director

### *About SPA*

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

### *Role Summary*

The position of Human Resources Manager was established for the purpose/s of providing complex administrative duties and support to the administration; overseeing the day-to-day HR activities; monitoring assigned duties; and providing information, recommendations, and/or direction as may be requested by administration.

### *Key Responsibilities*

- Acts on behalf of assigned administrator(s) in their absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Collects payments for a variety of events (e.g., bus tickets, student council, donations, fines, fees, fundraisers) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g., time sheets, budget reports, specialized reports, personnel records) for the purpose of processing data in compliance with financial, legal, and/or administrative requirements.
- Composes a variety of documents (e.g., employee benefit information, general correspondence, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinate staff transportation and accommodation needs as directed.
- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, employee records, financial records, reports) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned administrator (e.g., account balances, work order status, Worker’s Compensation injuries, special projects, staff onboarding/intake, sick time) for the purpose of achieving goals and meeting target dates.

- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, data reports) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers) for the purpose of disseminating information in compliance with program, school, state and/or federal requirements.
- Reconciles account balances for assigned budget categories (e.g., student council, fundraisers, donations, requisitions) and submits regular documentation to back office staff
- Researches a variety of topics (e.g., current human resources practices, policies, education codes) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies) for the purpose of providing information or direction and/or facilitating communication among parties.
- Ensures an accurate and timely payroll process in collaboration with back office staff.
- Maintains all personnel files.
- Manages the Employee Handbook under the direction of the Executive Director.
- Facilitates the new employee hiring and intake process including scheduling interviews, managing all documentation and paperwork, and tracking hiring needs.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Manages all accounts payable functions in collaboration with back office staff.
- Supports the development efforts of the school as assigned.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### *Qualifications*

- Minimum high school diploma or equivalent
- Attention to detail, especially when it comes to fiscal management
- Time management skills and the ability to easily shift priorities in a demanding and ever-changing environment
- The ability to demonstrate initiative and work independently in the absence of specific instruction
- The ability to interpret and apply policies and procedures
- The ability to maintain a friendly demeanor while working in a busy office with extensive and complex staff contact