

CLASSIFIED PERSONNEL

DIRECTOR OF CLASSIFIED PERSONNEL

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Personnel Commission and in collaboration with the Associate Superintendent of Human Resources and the Director of Human Resources, the job of Director of Classified Personnel is done for the purpose/s of developing and managing the district's personnel services for classified employees and ensuring compliance with the Personnel Commission's Merit System Rules, district policies and objectives and with applicable State and Federal Laws.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics. The position is responsible for administering the Merit System under the Education Code and under policy direction of the Personnel Commission. The position manages assigned human resource support activities such as maintaining Merit System employment; recruitment, assessment, and selection of classified positions; the position classification plan; layoff and reemployment lists; work accommodation for classified positions; and other human resource program activities for the classified service. This position shall be employed by, and solely responsible to, the District's Personnel Commission.

ESSENTIAL JOB FUNCTIONS

- Administers the personnel functions for classified employees for the purpose of ensuring compliance with Merit System rules and regulations, District policies and procedures, negotiated contracts and applicable State and Federal laws.
- Examines classified service assignments to assure conformance with Education Code, Personnel Commission Rules and Regulations, Board Policies and negotiated contracts.
- Conducts classification studies and salary surveys on multiple and single positions for the purpose of maintaining the classification plan.
- Serves as Secretary to the Personnel Commission and directs the preparation of the Personnel Commission agenda, meeting minutes, personnel listing to the Board, and other documentation of personnel actions.
- Notifies classified employees of their appeal rights in cases of disciplinary action.
- Recommends hearing procedures to the Commission and ensures that hearings are conducted in a timely manner.
- Maintains employment lists, including promotional, open, layoff/reemployment, seniority, and reinstatement, to ensure that ranks and names are referred from the appropriate list for selection.
- Develops the Personnel Commission's independent annual budget in coordination with the District's Finance Office for approval by the County Office of Education and for inclusion in the District's overall budget.

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- Supervises, evaluates, and directs staff assigned to the Personnel Commission and consults with the Personnel Commission before recruiting for new or replacement hires to the Commission staff.
- Coordinates and manages classified employee selection and hiring through the appointment process for the purpose of filling personnel staffing needs by hiring appropriate and effective employees.
- Ensures that probationary employees are evaluated in a timely manner for determination as to retention or non-retention past the probationary period.
- Coordinates with the district for staff development needs of classified personnel for the purpose of identifying and providing professional growth opportunities.
- Assists with grievances for the purpose of investigating claims and making recommendations in conformance to collective bargaining contracts, Merit System Rules, Board Policies and State/Federal Labor laws.
- Implements work plans, policies and practices, assigned aspects of Strategic Plan, etc. for the purpose of ensuring effective utilization of personnel.
- Provides relevant technical data to both administration and employee group representatives as requested by the parties conducting the collective bargaining process.
- Prepares budgets, program plans and reports for the purpose of documenting actions, conveying information, and/or supporting recommendations.
- Researches a wide variety of personnel practices (e.g., regulations, personnel laws, collective bargaining agreements, staffing requirements) for the purpose of ensuring that personnel practices conform to relevant laws, policies and agreements and for recommending modification as appropriate.
- Serves as a technical resource for questions and provide advice to the Personnel Commission, District administration and managers, employees and employee group representatives, for the purpose of responding to questions; discussing classified labor agreements/merit system rules and employment policies and practices; implementing, justifying or defending decisions; resolving classified personnel and Personnel Commission complaints or issues; communicating with other administrators and personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assists in a resource capacity for the purpose of disseminating information regarding personnel practices necessary for others to perform their functions.
- Supervises personnel recordkeeping procedures for the purpose of documenting personnel actions in order to provide information required for the recruitment, hiring, retention, assignment and promotion of personnel and to ensure compliance with the Personnel Commission's Merit System Rules, with district policies, and with applicable State and Federal laws and regulations.
- Assists the Risk Management Department to identify reasonable accommodations consistent with position classifications for employees with imposed work restrictions due to worker's compensation, or

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personal, injury or illness for the purpose of assuring effective district operations and minimizing district risk.

- Advises district supervisors and employees regarding various human resources issues for the purpose of complying with district, commission, State and Federal regulations and maintaining an effective and efficient work force.
- Oversees various classified human relations issues (e.g., job descriptions, pay equity, FLSA) for the purpose of assuring fair and appropriate management of employee issues.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising for the purpose of providing an efficient and effective human resources service and ensuring department and individual performance objectives are met.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes higher levels of math such as algebra and statistics; to read scientific and technical journals, write manuals, and speak persuasively in relation to concepts and theories; to analyze situations, define issues and draw conclusions.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include the ability to administer personnel policies and practices; apply pertinent codes, policies, regulations and laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment, including computers, and utilize pertinent office productivity software applications for word processing, spreadsheets, databases, and other information processing; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans.

ABILITY is required to schedule a significant number of activities, meetings, and events; routinely gather, collate, and classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of widely varied types and purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include being attentive to detail, meeting deadlines and

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schedules, working under time constraints, communicating and planning effectively, and resolving conflicts.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment..

EXPERIENCE AND EDUCATION

Any combination of education, training and experience equivalent to a Bachelor's degree in personnel/human resources administration, business administration, public administration or related field and specialized coursework or training in classification, compensation, selection and testing, job analysis, and staff development. Three years of progressively responsible professional personnel/human resources management experience. Experience in Merit System principles and practices within a school system is highly desirable. Supervisory and/or management experience is also desirable.

REQUIRED TESTING

Pre-employment proficiency test.

CERTIFICATES

Valid driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

Completion of the California School Personnel Commissioners Association Merit Academy within one year of employment.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; Tuberculosis Clearance and Drug/Alcohol screen..

FLSA Status

Exempt

Salary Range

Management schedule.