

PERSONNEL DIRECTOR

JOB SUMMARY

Under direction of the Personnel Commission administer the procedures as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensations within classifications, job analyses and specifications, evaluations, recruitments and advertisement, rejection of unfit applicants, and any other matters that would impact the classified service. Interview, recommend selection, supervise, evaluate, and train employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program. Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program as required.

TYPICAL DUTIES

Plan, organize, and direct the personnel management program for the classified service of the District in conformance with Merit System law and rules and regulations, federal laws, policies, negotiated agreements, etc., in recruitment, test construction and validation, selection, orientation, assignment and reassignment, promotion, demotion, reduction in force, discipline, and termination. Work cooperatively with the Superintendent to assure an efficient and effective personnel management program. Confer regularly with administrators and supervisors on personnel staffing and other personnel-related concerns. Administer eligibility lists and transfer lists and recommend and approve transfers, reassignments. Prepare, recommend, and maintain a position classification plan through periodic surveys and job analyses; recommend new and/or revised job classifications and specifications as appropriate; conduct reviews and provide periodic recommendations on salaries. Administer employee evaluation program and assess candidates abilities to perform in classified positions; advise the Superintendent and administrators on personnel law and practices, staffing needs, disciplinary problems, and other matters affecting the classified service. Investigate job-related complaints by, and against, classified employees for purposes of resolution. Oversee preparation and presentation of classified disciplinary cases, grievances, dismissal, suspension, resignation, retirement, and employee relations matters; obtain legal counsel as appropriate, and make recommendations to the Superintendent on cases. Review classified request for leave of absence for approval/disapproval. Administer classified tuition reimbursement program. Monitor the assignment of classified substitutes to temporary positions within the district. Monitor program and site compliance with pertinent rules, regulations, and laws related to personnel issues. Develop budget, prepare cost estimates for budget recommendations and submit justifications for budget items; monitor and control expenditures. Prepare classified seniority lists and administer layoff notices. Prepare and present a variety of reports to the Board and Personnel Commission. Attend a variety of meetings and participate on assigned committees. Counsel employees and job applicants on matters related to working conditions, benefits, job requirements, and related aspects of the district's program of personnel administration. May serve on district negotiation team. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from a four-year college with a major in personnel administration, business administration, public administration, psychology, or a closely related field and five years of progressively responsible comprehensive professional personnel experience including position classification, salary administration, recruitment, selection, test construction and validation, and policy development, preferably within

a public school district. Merit System principles and practices within a school system is preferred.

Knowledge of:

Principles and practices of public personnel administration, including affirmative action, equal employment opportunity, recruitment, test construction and validation, selection, discipline, position classification, job analyses, salary administration, and personnel transactions and procedures. Pertinent federal, state, and local laws, codes, and regulations, including statutory and regulatory constraints applicable to personnel administration within a California school system. Employer-employee relations, collective bargaining process, and contract administration. Principles and practices of budget preparation and administration, including statistical procedures and measures.

Ability to:

Plan, organize, and direct a comprehensive classified personnel management program. Administer new or revised classified employee personnel programs. Develop complex administrative regulations and procedures. Administer day-to-day classified personnel activities throughout the district. Ensure personnel programs and activities are carried out in compliance with state and federal regulations and the policies and regulations of the Governing Board and the Rules & Regulations of the Personnel Commission. Administer and maintain personnel records and ensure confidentiality of records and related transactions. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Select, supervise, train, and evaluate assigned staff. Analyze and interpret data, apply and communicate applicable federal, state, and local policies and procedures, laws and regulations, and prepare and present oral and written reports and findings to a diverse audience. Effectively represent the school district to the community. Effectively assist in areas of personnel administration outside the classified program.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; and have prolonged periods of sitting. Dexterity of hands and fingers to operate computer keyboard and other office equipment. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The selected candidate must pass a physical examination and drug screen certifying this ability.