

Director, Classified Personnel

Purpose Statement

The job of Director, Classified Personnel was established for the purpose/s of planning, organizing, directing and administering the Merit System as prescribed in the California Education Code and the Personnel Commission Rules and Regulations; serving as the Secretary to the Personnel Commission; serving as a resource to other administrators, employees, applicants, the Superintendent, and the Personnel Commission; and directing program operations and activities of other Commission employees and complying with established requirements. This position is paid 100% by, and reports to the Personnel Commission, and works closely with the Assistant Superintendent of HR for non commission classified duties and functions. The Personnel Commission evaluates the Director of Classified personnel with input from the Assistant Superintendent of HR and the union.

Essential Functions

- Acts as advocate for the Merit System, audits and monitors Districtwide compliance with the Personnel Commissions Rules, Education Codes and applicable s Regulations.
- Assists contract negotiation as agreed to by the parties, advising all parties on the intent and interpretation of the contract language.
- Assists in conflict resolution (e.g., sexual harassment, discrimination, unfair hiring, employment) for the purpose of recommending applicable corrective action as necessary and ensuring individual and district rights and integrity.
- Assists union interaction to include informal and formal issue resolution, participates in and makes recommendations concerning grievances, mediation, arbitration; provides input into contract negotiations and memorandums of understanding/settlement agreements for the purpose of ensuring the coordination of employee, personnel and district requirements with contract language.
- Assists with necessary research and coordinate the drafting of new class duties based on the functions assigned by the district.
- Assists with the research of classified staffing levels in schools or offices, and work with the District to formulate a course of action.
- Certifies the payroll for classified employees and verifies employment for the purpose of ensuring compliance with the Merit System provisions.
- Communicates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members) for the purpose of providing information dissemination on policies, procedures, rules and regulations, issue identification and resolution, training and development and employee relations.
- Coordinates classification, reclassification and compensation requirements (e.g., classification studies, job audits, salary surveys) for the purpose of maintaining an attractive and sound compensation and fair classification system for the classified services.
- Coordinates responses to classified supervisors and employees regarding duty assignment issues; consults with the Assistant Superintendent, HR on the district position as necessary.
- Develops the independent annual budget for the Personnel Commission for the purpose of being approved by the County Office of Education and for inclusion in the District's overall budget.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Maintains the seniority list and coordinates the implementation of layoff based on negotiated layoff impact agreements, contractual, commission rule and legal requirements.

- Maintains manual and electronic documents, files and records (e.g., Board of Education and Personnel Commission Agendas, Personnel Commission Annual Report) for the purpose of ensuring documentation of records and providing accurate information in compliance with district regulations.
- Maintains policies, procedures, rules, regulations and programs for the purpose of ensuring efficient department operations, continuous improvement of employment processes and procedures, compliance with Federal, State, and district rules, and Merit System regulations and guidelines.
- Manages Commission personnel for the purpose of ensuring efficient departmental operations and providing training and development, performance evaluations and decisions on hiring, termination, problem identification and resolution.
- Oversees a wide variety of employment processes (e.g., maintenance of examination records, personnel files, examinations/test validation, recruitment, selection, eligibility list) for the purpose of providing guidance and direction, ensuring compliance with all Merit System and Equal Employment Opportunity rules and regulations and generating fair and acceptable means of assessing candidate's abilities to perform in classified functions.
- Plays an active role in classified negotiations including: facilitating and suggesting solutions, analyzing and reporting the implications of negotiable issues, drafting contract language for consideration of the parties.
- Prepares a wide variety of complex written materials (e.g., plans, budgets, performance evaluations, analyses, recommendations, procedures) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Provides technical advice, orientation and ongoing training to the Personnel Commission, District Administration, classified union leadership and the employees for the purpose of ensuring compliance with the Merit System regulations.
- Researches, interprets, and reviews legislation (e.g., Education Code, Federal regulations, State legislation, Board policy, Personnel Commission Rules and Regulations) for the purpose of ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Serves as Secretary to the Personnel Commission.

Other Functions

- Attends various conferences and training activities for the purpose of maintaining current knowledge and gathering best practices, applicable laws, regulations and requirements related to Human Resources.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: directing and supervising Commission staff; operating standard office equipment using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced statistics and 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-based competencies required to satisfactorily perform the functions of the job include: Federal and State laws related to Human Resources; provisions of the California Education Code with particular emphasis on the Merit System articles and other provisions relating to classified employees; administrative and management techniques; fundamentals of public administration, organization development, statistics relating to position classification, selection, training and compensation & benefits; collective bargaining and employer-employee relations; and legal terminology, practices and procedures for the conduct of administrative hearings.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. 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 moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and maintaining an effective working relationship with all levels, employee organization representatives, and officials of public and private agencies. Communicate orally, both in one to one and group settings and in writing.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely 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 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Four (4) years of experience at a professional level in recruitment, classification, job analysis, selection, salary administration, policy development, discipline, and/or labor contract administration. At least one (1) year of the required experience must be at the supervisory or lead level in a human resources office. Merit or civil service system experience is highly desirable.

Education Bachelor's degree in human resources, industrial psychology, public administration, or related field. Masters degree in job related area preferred.

Required Testing

Job Related Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Completion of Merit Academy within one (1) year of employment

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Pre-placement Physical
Alcohol and Drug Test

FLSA Status

Exempt

Approval Date

3/01/08; 11/05/15

Salary Range

Class Mgmt Dir