

	<p style="text-align: center;">Classified Position Description <i>Director of Classified Personnel Serving as Secretary to the Personnel Commission</i></p>	<p>Initial Date: Board Approval: Revision Date: Personnel Commission: January 18, 2006 Reports to: Personnel Commission</p>
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GENERAL DESCRIPTION:

Under the direction of the Personnel Commission, administer the personnel program of the classified Merit System of the District; perform a variety of duties related to the planning, organization and direction of Classified Personnel; serve as Secretary to the Personnel Commission; supervise and evaluate the performance of Personnel Commission staff.

DISTINGUISHING CHARACTERISTICS:

This single incumbent position serves in a coordinating capacity working closely with the Personnel Commission in the long- and short-term organization and planning of the Merit System.

REPRESENTATIVE DUTIES:

- Administer the personnel program of the Classified Merit System of the District
- Plan, organize and oversee the conduct of a Merit System selection process, including test preparation and analysis
- Perform a variety of duties related to the planning, organization and direction of Classified Personnel
- Administer the District classification plan for the District and Personnel Commission including surveys and analysis
- Administer the employee performance evaluation program
- Supervise and evaluate the performance of assigned staff
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Prepare formal documents for the Superintendent's signature
- Coordinate and participate in activities to correct employee performance deficiencies; implement discipline, standards of performance and termination procedures as needed
- Serve as Secretary to the Personnel Commission
- Serve on the Superintendent's CEO group and other groups as necessary
- Provide Technical expertise and information to the Personnel Commission regarding assigned functions
- Formulate, develop and revise District and Personnel Commission rules and policies
- Develop and recommend new and revised rules, regulations and policies as necessary
- Provide guidance to administration and bargaining unit to resolve Unfair Labor Practices at the lowest possible level.
- Assure compliance with a variety of state and federal regulations, laws and reporting requirements, including EEO reports
- Provide advice on personnel law to administration
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to Personnel Commission activities
- Prepare Classified Personnel materials for submission to the District and Board agendas
- Prepare and administer the annual budget for the personnel Commission
- Administer position control for District classified employees
- Assure open positions are budgeted and in proper salary range
- Analyze and review budgetary and financial data
- Control and authorize expenditures in accordance with established guidelines
- Assist the Superintendent in the preparation of information, recommendations and reports for the agenda of the Board of Trustees meetings
- Communicate with other administrators and District personnel to coordinate activities and programs
- Resolve issues and conflicts and exchange information
- Direct various communications from the District
- Serve as a resource for Classified Negotiations
- Provides guidance during negotiations to insure compliance with Merit System rules
- Attend Board meetings as necessary
- Perform related duties as assigned

EMPLOYEE STANDARDS:

Knowledge, skills and abilities required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal level; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge Merit System rules and provisions of the Education Code related to personnel practices and procedures in school districts
- Knowledge of principles and practices of administration, supervision and training of personnel
- Knowledge of Federal, State and local personnel and labor relations laws, codes, regulations, practices and procedures
- Knowledge of job analysis, classification and salary administration techniques
- EEO and selection and testing requirements
- Statistical, research and survey methods and techniques
- Report writing methods and techniques
- Office management and record-keeping practices, methods and procedures
- Budget preparation and control
- Collective Bargaining techniques, law and P.E.R.B. decisions
- District personnel policies and procedures
- Technical aspects of test creation, classification studies and salary surveys
- Negotiated contract administration

Ability to:

- Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code
- Supervise and train personnel commission technical, secretarial and clerical staff
- Obtain, organize, analyze and evaluate a wide range of data and information and made appropriate recommendations to the Personnel commission, district and administrators
- Develop and conduct classroom training to certificated, classified, and management personnel, and to the public as needed
- Establish and maintain effective working relationship with a wide variety of groups and individuals
- Prepare and present comprehensive effective reports
- Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee disciplinary programs
- Effectively advise the Personnel Commission, Board of Trustees and management on disciplinary procedures and problems
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Communicate effectively both orally and in writing

WORKING CONDITIONS:

- Physical demands include standing and/or walking, bending at the waist pushing, pulling, twisting, turning and dexterity of hands and fingers
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:

- Office environment, subject to walking or driving to district sites to observe work environments and to attend meetings
- Temperature – normal

JOB PARTICULARS:

- Sitting for extended periods
- Using the telephone for extended periods
- Dexterity of hands and fingers to operate a computer terminal and office equipment
- Lifting light to medium weight objects, kneeling, bending at the waist and reaching to maintain and retrieve files

CONTACTS:

- Daily contact with District staff and perspective employees

- Occasional contact with students, faculty, community members and outside agency personnel

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Bachelor's degree in personnel, public administration, education or related field
- Successful completion of five (5) years of increasingly responsible personnel experience, including recruitment, classification, examining and salary administration
- A minimum of two (2) years of total program management
- Must be able to immediately function as Secretary to the Personnel Commission

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification recommended, not required.
- Valid California driver's license.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.