

Director, Personnel Services

Definition:

Under the general administrative direction of the Assistant Superintendent, Personnel Services, support the planning, organization, and administration of the District's comprehensive personnel program; perform technical classification, pay, examining, recruiting, and employee relations work; oversee the District classified personnel program; perform duties related to certificated personnel services as assigned; and perform related work as required.

Essential Duties and Responsibilities:

- Assists the Assistant Superintendent, Personnel Services in the administration of District personnel policies and procedures for certificated and classified employees;
- Administers the personnel program for classified employees under the Merit System;
- Conducts classification and compensation studies;
- Prepares class specifications and allocation standards;
- Gathers and evaluates pay data;
- Coordinates the recruitment and selection processes for classified personnel;
- Schedules, prepares, and arranges for the preparation of examinations and examination bulletins;
- Evaluates and accepts or rejects applications in accordance with specified requirements;
- Participates as a member or chairman of qualification appraisal boards, certifies eligible candidates, and interviews job applicants;
- Assists in the selection and hiring of certificated employees;
- Participates as a management representative in the collective bargaining process with certificated and classified employee organizations;
- With the Assistant Superintendent, Personnel Services, establishes and coordinates the evaluation processes for all staff;
- Assists management/supervisory employees in evaluating certificated and classified staff, developing remediation plans, and implementing progressive corrective action including discipline;
- Investigates employment-related complaints, prepares reports of findings, and recommends corrective action where appropriate;
- Maintains regular communications with employee organizations and acts as liaison to resolve employee and union complaints and concerns in a collaborative setting;
- Confers with employees, supervisors, site administrators, and management on personnel and District policy matters;
- Assists in recommending and preparing new policies and procedures;
- Assembles materials for Personnel Commission meetings;
- Represents the District in unemployment insurance claims;
- Conducts various in-service training programs;
- Assists in preparing annual reports, budgets, and planning for the Personnel Department;
- Maintains records and generates reports of work done;
- Supervises the work of clerical assistants;

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- Acts for the Assistant Superintendent, Personnel Services in the absence thereof or as directed.

Qualifications:

Knowledge of:

- Principles and techniques of public personnel administration, in such areas as recruitment, credentialing, employee evaluation, and related provisions of law including the California Education Code;
- Principles of job analysis, selection techniques, and salary administration;
- Effective counseling, mediation, and employee relations strategies;
- Collective bargaining and contract management approaches;
- The Merit System and applicable provisions of the Education Code;
- Effective investigative, analytical, and report writing techniques;
- Principles of management and organization.

Ability to:

- Make independent decisions based on information from various sources;
- Communicate well, both orally and in writing;
- Assist with the formulation and administration of personnel policies;
- Do research, evaluate data, and prepare reports;
- Interpret and apply collective bargaining agreements;
- Interpret and apply rules and regulations relating to the operations of the Merit System under the Education Code;
- Counsel classified and certificated employees on a variety of personnel matters;
- Establish and maintain harmonious and effective relationships with applicants, employees, administrators, employee associations, and the public.

Training and Experience:

- Graduation from an accredited four-year college or university is required; a degree in public administration, business administration, industrial psychology, education, or a closely related field is desirable;
- California teaching credential and administrative services credential are required;
- Coursework in organizational leadership, human resources/personnel, or employee relations is desirable;
- Three years of progressively responsible experience related to personnel administration and/or supervision in an educational setting;
- Experience in technical classification, pay, examining, recruiting work, and employee relations is highly desirable;
- Experience in a Merit System school district is preferred.