

DIRECTOR – HUMAN RESOURCES, CLASSIFIED

DEFINITION

Under general administrative direction, plans, organizes, and administers comprehensive Human Resources program for the District, which includes all personnel transactions and procedures for classified employees; develops/administers the annual budget; proposes personnel policies, rules, and procedures and ensures the District personnel programs comply with Commission rules; researches and applies new legislation, coordinates personnel surveys and similar programs; serves as a member of the District negotiating team; serves as secretary and executive officer of the Personnel Commission; and performs related work as required.

CLASS CHARACTERISTICS

Special working conditions apply to this one position class such as the requirement to attend evening meetings and to travel to attend meetings and represent the District and/or Personnel Commission at meetings. The incumbent participates in labor negotiations which may require extensive evening work. The incumbent is employed by the Personnel Commission, however, also performs duties on behalf of the Board requiring the establishment of sound organizational relationships within the District management structure. Position is exempt from overtime compensation.

LICENSE REQUIRED

This position may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Establishes and maintains effective relationships with constituents on behalf of the Superintendent, Board of Trustees, and Personnel Commission. *E*

Serves as secretary and executive officer of the Personnel Commission. *E*

Develops procedures as established by the Personnel Commission. *E*

Plans, organizes, and administers a comprehensive Human Resources program. *E*

Selects, trains, supervises, and evaluates the performance of technical and clerical staff, recommending appropriate personnel transactions; provides work direction and guidance to assigned employees in the Human Resources -Classified Department; approves personnel time and absence records. *E*

Supervises recruitment program ensuring advertisement in appropriate media, posting in accordance with regulations and labor agreements, and establishing application procedures. *E*

Supervises the conduct of selection processes, including development of selection plan and selection instruments, establishment of weighing and scoring of examination parts, and selection of qualification appraisal panel members. *E*

EXAMPLES OF DUTIES (cont.)

Assists subordinates with difficult employment decisions. *E*

Assures that the employment functions comply with EEO guidelines and the Education Code as well as the District rules and regulations; researches, develops, and proposes new and revised Human Resources policies and regulations. *E*

Supervises job analysis for selection and classification purposes and makes recommendations; reviews reclassification requests of classified positions; performs or oversees the performance of audits and position analyses to determine appropriateness of reclassification requests. *E*

Coordinates and implements the procedures for the administration of Human Resources policies, rules and regulations, and negotiation proposals. *E*

Proposes amendments to existing rules to ensure the selection and retention of employees is based on merit. *E*

Prepares Personnel Commission agenda, meeting minutes, and budget; administers Personnel Commission budget; prepares classified personnel board agenda information and other documentation of personnel actions. *E*

Maintains and assures proper security and confidentiality of classified employee personnel files and records in a confidential manner. *E*

Confers with employee groups, employees, and District managers on interpretation of Board's policies, regulations and other problems on classified personnel management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed. *E*

Maintains and develops seniority, and funding lists; prepares and administers layoff notices and lists. *E*

Supervises annual salary surveys to determine community practice with respect to classification and salary matters, establishing study design, collecting data, compiling and analyzing data, and formulating recommendations. *E*

Prepares and presents oral and written reports. *E*

Serves as a member of the negotiating team; assists District management in the administration of the classified labor agreement. *E*

Attends Personnel Commission, Board of Trustees, and assigned management and committee meetings. *E*

EXAMPLES OF DUTIES (cont.)

Assumes and performs related duties and responsibilities as required including compliance with the District's agreements as negotiated with recognized employee organizations. *E*

Reviews criminal record sheets of new hires or substitutes.

Conducts process for appointment of Personnel Commissioners.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern personnel practices and principles including Equal Employment Opportunity guidelines and their application to District personnel practices;
2. Job analysis, survey techniques, and salary administration;
3. Labor relations, state and federal laws, and guidelines related to public personnel administration;
4. Basic statistics;
5. Modern office equipment, procedures, personal computer, and job-related software programs;
6. Basic research techniques and questionnaire design;
7. Principles of supervision and management;
8. Appropriate safety precautions and procedures;
9. Provisions of the California State Education Code governing classified employees in a school district; and
10. Effective public relations, interpersonal skills using tact, patience, diplomacy, and courtesy.

Ability to:

1. Plan, organize, and direct a comprehensive personnel management program;
2. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems;
3. Gather and analyze data using accepted statistical methods;
4. Write policies, regulations, and contract language clearly and concisely;
5. Research, evaluate data, and prepare comprehensive, concise reports, and recommendations;
6. Read, interpret, and administer complex laws, and technical and general rules and regulations;
7. Develop and present staff development programs;
8. Make effective oral presentations;
9. Supervise, train, and evaluate personnel;
10. Chair meetings, lead discussions, and elicit individual and group cooperation;
11. Provide indirect supervision or staff assistance for a complex organization;
12. Operate a vehicle observing legal and defensive driving practices;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Accept and carry out responsibility for direction, control, and planning.

EXPERIENCE AND TRAINING

Varied and progressive professional level technical personnel management and leadership experience. Training which includes recruitment, personnel record keeping, salary, selection, policy development, job analysis, discipline, and labor contract administration. Merit system or other personnel administrative level experience is desirable. Equivalent to completion of major course work leading to a degree in public administration, business or related field.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work and variable hours.

Physical Abilities:

Hearing and speaking to exchange information and to make presentations; sitting or standing for extended periods of time; and seeing to read, analyze, and review documents.

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