



Job Title: Director of Personnel

Reports to: District Administrator

Definition:

Under the direction of the appropriate District administrator plan, organize, coordinate, and direct, review, evaluate, and administer the District's personnel functions, programs, services, and operations, including classification, compensation benefits, labor relations, recruitment, examination selection, promotion, retention, personnel records management, performance appraisal, discipline and recognition; develop personnel budget recommendations and control expenditure of funds; assure that assigned functions operate effectively, efficiently and in compliance with District, county, state and federal guidelines, regulations and reporting requirements; establish internal controls and procedures for efficient operation and security of assigned functions; train, supervise and evaluate performance of assigned personnel. This classification is an executive cabinet level position.

Essential Functions:

- Serve as advisor to the district in matters pertaining to personnel management, employer/employee relations problems, issues and concerns.
- Plan, organize, coordinate, direct, review and evaluate the District's personnel functions, programs, services and operations including classification, compensation, benefits, labor relations, staff development, recruitment, examination, selection, promotion, retention, personnel records management, performance appraisal, discipline and recognition.
- Participate in Personnel Department meetings and provide recommendations concerning personnel issues which impact the district's operations; communicate with District administrators and personnel, school/community groups, government agencies and others concerning personnel programs and services.
- Plan, organize, manage and participate in the District-wide employment program including recruitment, testing, interviewing and recommending for employment of all full and part-time employees; develop new selection devices and techniques; monitor and improve existing selecting devices to maintain the effectiveness of the selection system; research, develop and prepare test items; assure validity of test items through review by subject matter experts as necessary; assure compliance with federal and state laws regarding testing; administer or supervise the administration of tests.
- Provide advice and assistance to District and school administrators concerning selection procedures and hiring processes; monitor procedures to ensure selection and legality; review and authorize questions and criteria to be asked of candidates in application package and during interviews to ensure legality of the processes.
- Prepare or approve requisitions to District for open positions, related questions and criteria, job announcement information, recruitment and hiring plan (including allocation of staff and financial resources), and selection devices and techniques; design or approve the designing of recruitment brochures, bulletins and supplemental applications; and determine job fliers; job announcement publicity and outreach.
- Provide constructive feedback to unsuccessful job candidates as requested; respond on behalf of the District to complaints by job applicants investigate and research background of complaints; serve as the first line of defense in resolving employment hiring issues.
- Assure that the District's employee performance evaluation program is conducted according to established procedures; conduct hearings and investigate disciplinary and other issues, complaints, problems, conflicts and divergence from established procedures and recommend appropriate corrective or conciliatory action.
- Counsel District administrators, managers, supervisors and others on the relevance of federal and state laws affecting assigned functional areas; review proposed personnel actions for conformity with



regulations, classification standards or correct personnel practices.

- Assist in the planning, organizing, coordinating and directing the District's labor relations program; act as member or chair of the District negotiating team during labor negotiations; assure that employees and supervisors adhere to the terms and conditions of any negotiated collective bargaining agreements.
- Assure compliance with relevant state and federal laws rules, District policies and procedures, and Board directives; maintain current knowledge of new legislation and legal decisions related to collective bargaining and classified employment; identify local, state and national trends in recruitment and hiring procedures and administration; assist in development of new and revised, rules, regulations, policies and procedures.
- Conduct research, special studies and surveys related to assigned functions and prepare and distribute reports as required or appropriate; prepare agendas and materials for Governing Board and other meetings; attend and participate in meetings and conferences as required.
- Develop and recommend annual budget for assigned functions; monitor expenditure of funds throughout fiscal year; assure the collection, assembly and reporting of data needed to support District selection procedures used to meet federal and state requirements relating to employment.
- Select, train, counsel, supervise, evaluate, discipline and compliment the performance of assigned staff.
- Perform related duties as assigned.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Experience and Education:

Any combination of experience and education that could provide the required knowledge and ability would be qualifying.

Certification, Licenses, and Other Requirements:

- Five years of experience in a responsible public education administrative or supervisory position, including experience in personnel management, employer/employee relations, or similar fields.
- Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in educational administration, personnel administration, industrial relations, or other closely related areas.
- Valid California driver's license.

Knowledge of:

- Principles and practices of personnel management, functions, programs and services including classification, compensation, benefits, recruitment, examination, selection, promotion, retention, performance appraisal, discipline and recognition.
- Principles and practices of labor relations including collective bargaining, negotiating techniques and grievance procedures.
- Fundamental application of data processing to personnel management.
- State and federal laws, codes and regulations applicable to employment, collective bargaining and other school district personnel management functions.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Oral and written communications.

Ability to:

- Read; interpret, apply and explain applicable laws, regulations policies and procedures
- Compose and write reports and correspondence independently
- Communicate effectively with individuals or groups
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Compute statistics, information and recommendations related to compensation and labor relations



- Prepare clear, concise and complete financial information and reports
- Define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions
- Read, analyze, interpret, apply and explain laws, rules, regulations, contracts, and compensation principles in order to resolve complex personnel and labor relations issues and problems
- Manage multiple projects simultaneously
- Plan, organize, coordinate, direct, review and evaluate a comprehensive and integrated personnel and labor relations program for certificated and classified personnel, including classification, compensation, benefits, recruitment, examination, selection, promotion, retention, personnel records management, performance appraisal, discipline and recognition.
- Plan and conduct validation studies and review of job-related selection instruments. Train, supervise and evaluate assigned staff.
- Conduct research, surveys and special analyses.
- Establish and maintain effective and cooperative relationships with others.
- Analyze classified personnel operations and devise and recommend appropriate changes in operations, procedures and forms.
- Assure compliance of policies and procedures with applicable statutes and regulations.

Physical Requirements:

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. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movements: Regular Activities: stand and sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.

Lifting Requirements: Employees assigned to this classifications must regularly lift, carry and/or move computer-related objects weighing up to 10 pounds.

Vision Requirements: Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment

Work is usually performed in a District office environment.

Exposures, Risks and Hazards

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of installing computer-related equipment.

Governing Board Approved: November 17, 1998

Revised: