



## **TITLE: DIRECTOR, CLASSIFIED PERSONNEL**

### **DEFINITION:**

Under administrative direction, the Director of Classified Personnel is responsible for the planning, organizing and directing of Classified Personnel functions; to serve as a member of the cabinet-level management team; to insure compliance with applicable laws, regulations and policies; to serve as secretary to the Personnel Commission; and to do job related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Directs the work of the staff in providing administrative and clerical support to the Personnel Commission. Administers the commission's rules and regulations, and/or pertinent code sections, which govern the District's Merit System.

Administers personnel aspects of the District's agreements with classified employee organizations; including providing advice and preparing documentation for disciplinary cases, appeals and litigation.

Administers classified staffing provisions as set forth in budget authorizations.

Oversees activities of classified substitute assignments, staff recruitment, examination and referrals.

Oversees the establishment, maintenance and administration of employee evaluation programs.

Conducts benefits, classification and compensation studies.

Provides information on, interprets and applies provisions of personnel, labor relations and education code laws and regulations.

Oversees the establishment and maintenance of personnel records systems.

Establishes in-service training programs.

Investigates and assists supervisors, employees and their representative with personnel problems; investigates grievances.

Confers with representatives of employee organizations.

Directs research related to personnel administration.

Conducts special assignments and investigations as requested.

Coordinates and administers employee benefits programs for classified and certificated personnel.

Prepares and advises on employee discipline cases, including appeals and litigation

### **QUALIFICATIONS:**

Knowledge of:

Principles and practices of public personnel, affirmative action, and labor relations administration;

Recruitment, examination and selection;

Classification, compensation and benefits administration;

Principles and practices of employee supervision, training and development;

Rules, laws, regulations, and procedures of the Education Code;

Techniques of contract administration and grievance mediation;

Labor laws, including those related to collective bargaining in a public agency setting.

Ability to:

- Plan, organize and direct a district-wide program of personnel administration;
- Exercise judgment and discretion in applying and interpreting laws and regulations;
- Prepare and maintain classification and compensation plans based on the principle of like pay for like work;
- Formulate personnel policies and procedures;
- Supervise train and evaluate personnel;
- Establish and maintain cooperative, working relationships with those contacted in the course of work
- Communicate effectively, orally and in writing.

Education: Equivalent to completion of a bachelor's degree in personnel, human resources management, business or public administration supplemented by graduate courses in personnel management.

Experience: Four years of increasingly responsible personnel management experience.

**LICENSES AND CERTIFICATIONS:**

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job is a continuous requirement.

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record, which is relevant to the position.

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