

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF CLASSIFIED PERSONNEL

BASIC FUNCTION: Under the direction of the Personnel Commission, plans, organizes, coordinates, and performs Merit System personnel management activities for the District, including employee relations, recruitment, salary, classification, training coordination, and related activities; performs supporting administrative and technical duties; and performs related work as required.

Essential Duties and Responsibilities

- reports to the Personnel Commission;
- responsible for conducting Merit System operations for all classified employees provided under State Code;
- plans and organizes the component personnel functions, coordinates and supervises their operation, and personally performs professional and technical personnel duties by carrying out procedures in connection with applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoff, re-employment, vacation and leaves, training, classification and service ratings;
- acts as secretary and staff advisor to the Personnel Commission meetings, and composes agenda and minutes;
- acts as liaison with organized labor representatives, and meets and counsels with individual employees and supervisors regarding requests, questions, and grievances;
- interprets and applies state Code and District rules and regulations and prepares personnel policy recommendations;
- arranges recruitment, written tests, performance tests, and oral interviews for new employment and promotion;
- performs position classification audits, conducts periodic salary surveys and prepares recommendations;
- accomplishes test validation studies and prepares recommendations;
- supervises office clerical work;
- responsible for Classified Personnel records;
- confers with District administrators;
- recommends annual Personnel Commission budget;
- maintains balanced and effective cooperation with several entities involved in the overall District operation, especially including the District administration and Board of Education, the employees individually and in organization, various levels of supervision, and the independent Personnel Commission.

Qualifications Guide

Professional and Practical Knowledge of:

- principles of organization and administration, labor relations, personnel management, employee safety (OSHA) and training, and employee relations;

- procedures used in Merit or Civil Service systems, including selection, job analysis, compensation and health and welfare benefits administration;
- job content, school district organization, statistics, and conduct of official public meetings.

Ability to:

- communicate skillfully in written and oral form;
- read, analyze, and apply legal, professional, and technical materials;
- structure research projects, to compile and analyze data and information, and prepare recommendations;
- work cooperatively with all levels within the organization;
- listen well, grasp ideas quickly, and counsel with employees constructively.

Personal Qualities that include:

- high level of general comprehension;
- receptive and logical mind with objective attitudes;
- interest in people;
- dedication to the principles of merit in public employment;
- negotiation, analytical, and decision-making skills.

EDUCATION AND EXPERIENCE

Any combination equivalent to a Bachelor's degree in one of the social sciences or fields contributory to personnel administration and two years of responsible personnel experiences at a professional level, and preferably in Merit System or school district agencies. Note: This combination represents the kind of level of experience and education considered appropriate, but is not meant to exclude other comparable combinations. Appropriate experience may be substituted where considered by the Commission to be acceptable.

LICENSE: Possess and maintain a valid California Driver's License (Class "C" minimum); provide evidence of insurance and remain insurable at the standard insurance rate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; visually review and correct reports and documents for accuracy; ability to operate a computer terminal and office equipment; lift light objects weighing up to 25 pounds; and kneel, bend at the waist, and reach to maintain and retrieve files.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. While performing the duties of this job, the employee works in an office environment the majority of the time. The noise level in the work environment is usually mild. Driving to various locations is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK YEAR: 226 days, 20 hours/week

SALARY RANGE: Classified Management Salary Schedule – Range II, 50%

APPROVED BY PERSONNEL COMMISSION: March 8, 2006

APPROVED BY BOARD OF EDUCATION: April 24, 2006