

HANFORD ELEMENTARY SCHOOL DISTRICT

Job Description:

CLASSIFIED PERSONNEL MANAGER

DEFINITION

The Classified Personnel Manager assumes responsibility for all personnel functions related to the Classified Service and non-represented employees; the District's health and welfare benefits programs; contract administration; workers compensation and unemployment claims administration; and related management information systems and reports.

SUPERVISION RECEIVED AND EXERCISED

The Classified Personnel Manager receives general direction from the Assistant Superintendent of Human Resources. The Manager exercises functional supervision over classified staff in the implementation of collective bargaining agreements and District personnel policies, regulations, and procedures, and in the collection of required documentation and personnel data. Immediate supervision is exercised over classified staff assigned to the position.

ESSENTIAL FUNCTIONS

- Develops and updates as necessary personnel policies, administrative regulations, and procedures.
- Develops and updates, as needed, job specifications and recruitment sources, techniques and materials for classified and non-represented positions staffing.
- Plans and directs the annual classified staff planning process, monitors progress, and prepares and maintains related data.
- Plans, directs, and supervises recruitment, screening, interviewing, and selection of candidates for classified and non-represented positions.
- Directs and supervises the preparation of all classified employment contracts based upon appropriate placement on applicable salary schedules, and other contract requirements.
- Coordinates, guides, and supervises the preparation of performance evaluations for all Classified and non-represented employees.
- Assists with contract negotiations with the Classified Employee Association.

ESSENTIAL FUNCTIONS (Cont.)

- Provides training and direction to District personnel in the application and interpretation of the collective bargaining agreement with the Classified Employee Association.
- Researches, plans, and administers District's health insurance programs; negotiates with health care providers; prepares proposals and cost studies; recommends and implements changes/additions.
- Chairs District Health Benefits Committee, plans and coordinates meetings, and resolves questions, complaints, and problems.
- Monitors criminal background checks for employees and volunteers.
- Directs and supervises District's pre- and post-employment drug and alcohol testing program; tuberculosis testing; and hepatitis vaccinations.
- Researches and monitors legislative developments and case law applicable to public school personnel practices.
- Monitors and coordinates workers' compensation claims and case management, reports to Administration on status and progress, and recommends settlements.
- Monitors Unemployment Insurance claims, provides information, and attends hearings as needed.
- Provides assistance to managers in documenting and processing employee discipline in accordance with legal provisions and District policy.
- Directs and evaluates annual salary surveys for benchmark and new positions, and participates in surveys by other agencies.
- Conducts classification studies and job audits on Classified positions as required, and prepares reports and recommendations based on findings.
- Plans, directs, and implements Classified Staff reductions in accordance with law and the collective bargaining agreement.
- Directs and supervises all classified substitute personnel recruitment and compensation based on established District policies and regulations.

ESSENTIAL FUNCTIONS (Cont.)

- Directs and supervises the collection and processing of required staff data to meet classified collective bargaining agreements and legal and District record-keeping and reporting requirements.
- Prepares agenda items in areas of responsibility and attends District Board meetings when assigned.
- Attends meetings and represents District at Kings and Tulare County Offices of Education, and Employer Advisory Council, JPA.
- Cooperates with other departments for effective and cooperative interfacing of related functions.
- Provides special assistance, data, reports, and documents related to personnel matters as requested or needed.
- Directs, supervises, and evaluates assigned support staff and provides guidance for other Human Resources Department staff.
- Performs other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

State and Federal laws and regulations pertaining to public school personnel management.

Public personnel practices and procedures.

Collective bargaining procedures in the public sector and contract application and administration.

Recruitment, interviewing, and selection strategies and methods for non-certificated staff employment.

Group health plan administration.

California State Compensation Fund laws and procedures.

NECESSARY EMPLOYMENT STANDARDS (cont.)

Knowledge of:

California Unemployment Insurance laws and procedures.

Modern management information systems.

Employee supervision and evaluation techniques and practices.

Skill and Ability to:

Plan, organize, and direct a comprehensive personnel management system.

Effectively communicate orally and in writing in a clear and concise manner utilizing correct spelling, grammar, punctuation, and syntax.

Analyze and apply complex laws, regulations, and rules.

Analyze and synthesize a variety of information and develop appropriate conclusions and recommendations.

Promote productivity and staff motivation.

Make verbal presentations and reports.

Recognize and solve problems with expediency and effectiveness.

EDUCATION AND EXPERIENCE

Education: Bachelor's Degree in personnel management, business administration, or a related field.

Experience: Three years of successful experience in the administration/coordination of a public personnel system, preferably including responsibility for recruitment, labor relations, and benefits administration. School district experience highly desirable.

WORKING CONDITIONS

Environment: Office environment.

Physical Abilities: Hearing and speaking to exchange information in person and on the telephone, and to make presentations to the Board, Administrators, and others; sitting for extended periods of time; and vision sufficient to read and review complex written documentation, financial data, laws and regulations, professional journals and computer monitor.

Hazards: Possible exposure to contact with dissatisfied or abusive individuals.

Adopted: 06/02/93
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