

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:           **DIRECTOR OF PERSONNEL SERVICES**  
Department:           Administrative Office  
Reports to:             Assistant Superintendent of Personnel Services

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#### **SUMMARY:**

Responsible for planning, organizing, and implementing personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certificated and classified staff. Assists the Assistant Superintendent of Personnel Services in supervising the operation of the personnel office. As requested, participates in labor relations, benefits administration, and special projects.

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

The following responsibilities may be used to define the personnel office organization and procedures:

- Assist in the development/revision of Job Descriptions and Classifications, Staffing Allocations: Hours, Ratios, Credentials and Authorization of Placement, Transfers and Reassignments, Resignations
- Monitor, direct, and control the storage and release of personnel files to assure confidentiality and security
- Assist with notification/Interaction with Payroll, Units for Salary Advancement, Continuing Education Units, Salary Schedule revision
- Manage the clearance process for certificated and classified personnel, coaches, and volunteers
- Direct the pre-employment activities for newly hired personnel
- Represent the district at employee recruitment events
- Assist the Assistant Superintendent of Personnel Services with negotiations and labor relations, as requested
- Grievances, Leaves of Absence, and Transfer and Reassignment
- Prepare and maintain certificated, classified, and substitute personnel employee handbooks
- Evaluation Monitoring, Assistance for Substandard Performance, Disciplinary Action Process, Non-reelection/Termination Process
- Assist principals, assistant principals, and other certificated or classified management personnel with the appropriate supervision, evaluation, and discipline of personnel
- Manage and organize substitute services; including review and recommendations for efficient placement of certificated substitutes; supervise certificated substitute evaluations
- Assist the Assistant Superintendent of Personnel Services with investigating Complaints Concerning District Employees
- Serve as the District's Uniform Complaint Procedure (UCP) compliance officer and Title IX coordinator; conduct fair, thorough and legally sound investigations in accordance with Board Policy, Education Code, Government Code, State, and Federal Law
- Investigate staff and administrative staff discrimination and sexual harassment complaints
- Supervise the Employee Assistance Programs and serve as the committee chair of the Wellness Committee, including the development and implementation of the annual Wellness Plan
- Placement, College/University Agreements, Stipends
- Serves on appropriate District, County, and State committees

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### **SUPERVISORY RESPONSIBILITIES:**

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Administrative Credential, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Trustees.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Administrative Credential, teaching credential and experience.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group employees and the general public.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

### **PHYSICAL DEMANDS:**

**Physical abilities:** Sit for prolonged periods, work with minimal supervision, think logically, be attentive to detail, and utilize problem-solving methodology. Work with diverse audiences and present information in clear understandable formats.

**Significant physical abilities:** 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 individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Some driving is required. Frequent writing is required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public

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and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people. Lifting objects up to 15 pounds is required.

### **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. The noise level in the work environment is usually very quiet.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***