



## LOMPOC UNIFIED SCHOOL DISTRICT

### DIRECTOR-HUMAN RESOURCES (CLASSIFIED) - PERSONNEL COMMISSION

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#### **JOB SUMMARY:**

Under the direction of the Personnel Commission, administer a variety of human resource functions related to Classified HR and Personnel commission; advise and make recommendations regarding human resource rules and policies to the Personnel Commission, Superintendent and Cabinet members; participate in negotiations; oversee employee leaves; supervise personnel; conduct interactive process meetings for District employees; provide professional development program for Classified employees; conduct classification and compensation studies; prepare and present Personnel Commission and Board Agenda items; serve as primary contact and process for Employment Development Department EDD claims; develop annual budget for Classified HR department; present training, workshops and conduct new employee orientations; maintain effective relationships with Personnel Commission, Board of Education, Cabinet, management team and bargaining units.

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

- Administer a variety of personnel policies and employment functions including conducting recruitment, selection, employee testing, new employee orientations and interactive process meetings; prepare and implement labor and employment contracts and compensation schedules; conform to District policies, related procedures, rules, employment laws, contracts and agreements.
- Plan and facilitate professional development program meetings, workshops, seminars, including selection of presenters, development of brochures and attendance rosters and arrange and prepare venue; facilitate and present at meetings, including PC/CSEA, HR Planning, HR/P Labor Management, Negotiations, board meetings, personnel commission meetings, CSPCA, CASBO, Administrative Council, NEOs, NDA, Crossing Guard and related meetings.
- Conduct classification and compensation studies; collaborate with consultants to facilitate District-wide classification and compensation studies; research and report on a variety of HR topics including contractual items, personnel commission rules and regulations, collective bargaining agreements, board policies and laws; ensure compliance of comprehensive HR laws, policies, rules, regulations, employee collective bargaining agreements and salary schedules.
- Process employment related decisions including hiring, promoting, terminating and salary placement; manage classified employee leaves; oversee comprehensive HR functions related to classified HR including recruitment, staffing, testing and job analysis; meet with management and employees regarding personnel issues including progressive discipline; serve as primary contact and process for Employment Development Department EDD claims.
- Monitor annual budget allocations, expenditures, fund balances and related financial activities; prepare annual report, Board agenda items, personnel reports, and surveys; develop new job descriptions.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
- Oversee the preparation of a wide variety of written materials including classified personnel report for the Board of Education agenda, Personnel Commission Agenda, Commission's Annual Report to the Board of Education, reports, memos, letters, policies; document activities, providing written reference and convey information; inform employees and applicants regarding a variety of procedures and program requirements; provide necessary information for making decisions, taking appropriate action and

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referring to other personnel as appropriate.

- Serve as secretary to the Personnel Commission including preparation of Commission agenda and minutes; ensure compliance with the State Education Code related to Merit School District regulations; collaborate with internal and external personnel, including other administrators, auditors, public agencies, community members; implement and maintain services and programs.
- Maintain manual and electronic documents, files, and records, including background information, vacancy listings and applicant tracking; provide accurate information in compliance with established requirements; monitor personnel policies and services.
- Respond to written and verbal inquiries from a variety of internal and external sources including, staffing, conflicts in policies and regulations, community concerns and parental requests; identify the relevant issues and recommending or implementing a remediation plan; participate in meetings, workshops, and seminars; convey and gather information required to perform functions.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

Any combination equivalent to: Bachelor's degree in personnel, public administration or related field and five years of responsible personnel experience, including recruitment, classification, examination, and salary administration, including at least two years of lead experience or two years of experience at an analyst level. Master's degree preferred.

##### Licenses and other Requirements

- Valid California Driver's License.

##### Knowledge of:

- Principles and practices of personnel administration including position classification, salary administration, recruitment, evaluation, selection, and collective bargaining agreements.
- Merit System rules and regulations.
- Principles of public administration, management, and organization.
- Budget preparation and control.
- Practices and procedures used to process Employment Development Department EDD claims.
- Report writing methods and techniques.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

##### Ability to:

- Plan, organize, control, and direct the Classified Personnel Program.
- Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel.
- Interpret, apply, and explain a wide variety of laws, rules and regulations relating to the operation of the personnel department under the State Education Code.
- Plan, organize, control, and direct the classified personnel program.

- Serve as primary contact and process for Employment Development Department EDD claims.
- Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel.
- Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Prepare and present comprehensive and effective oral and written reports.
- Analyze situations accurately and adopt an effective course of action.
- Accept and carry out responsibility for direction, control, and planning.
- Work confidentially with discretion.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

Work Environment:

Indoor/Office environment.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.

Hazards:

- Contact with abusive or dissatisfied individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Salary Range:** Classified Management Level IX