



Romoland School District

JOB DESCRIPTION

DIRECTOR OF CLASSIFIED PERSONNEL

SUMMARY

Under the direction of the Chief Personnel Officer, administer the functions of the Human Resources Department as they apply to classified employees.

REPRESENTATIVE DUTIES and RESPONSIBILITIES

- Supervise human resources functions related to classified personnel.
- Monitor and assist school site/department managers in the classified evaluation process.
- Implement the recruitment program of classified staff, ensuring advertising in appropriate media, posting in accordance with regulations and labor agreements, and establishing application procedures.
- Direct selection processes, including development of a selection plan and instruments, scoring of examinations, and selection of interview panel members.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Interpret and assure district adherence to district policies, practices, and procedures; Education Code, employee agreements, and legal regulations related to human resources practices; serve as a resource to administrators, classified staff, and applicants in these areas.
- Identify and assure compliance with legal requirements and government reporting regulations affecting human resource functions (e.g. OSHA, EEO, FLSA, ADA, Education Code, CALPADS, etc.) and approve all information submitted.
- Represent the district in matters relating to unemployment and workers' compensation hearings, EEOC investigations, etc.
- Work with the Business Services Department to support the District's Risk Managements efforts.
- Administer district employee leave and vacation programs according to established laws, regulations, policies, and employee bargaining agreements.
- Monitor district compliance with regulations, employee association contracts, and best human resources practice.
- Conduct personnel investigations; research and coordinate disciplinary hearings; and administer and monitor corrective action and disciplinary procedures to ensure fair and equitable treatment of all employees.
- Attend and participate in conferences and meetings.
- Oversee ADA reasonable accommodation meetings with employees.

- Participate in negotiations related to the classified collective bargaining agreement.
- Represent the District in the interpretation of the classified employee contract including through the grievance process.
- Maintain ongoing relationships with employee associations.
- Assists with the annual review of site/District classified staffing allocations. Collaborate with other District divisions to ensure adherence to established staffing levels for classified staff.
- Maintain and develop seniority lists; prepare and administer layoff and reemployment notices and lists.
- Monitors and assists District management in the implementation of the classified discipline process according to Education Code and bargaining unit agreements.
- Develop professional development and training courses and implement a coordinated program for classified staff.
- Manage the data integrity of the Human Resources information systems.
- Make presentations to the Board or cabinet regarding human resource activities and concerns.
- Assists in the development of Board of Education agenda items.
- Maintain current knowledge of regulations and requirements and best practices.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Principles and practices of public human resources administration, including job classification, recruitment, examination, interviewing techniques, and personnel transactions and procedures.
- Current personnel practices, laws, regulations and principles, including, but not limited to, labor relations, affirmative action, equal employment opportunity and the Uniform Guidelines, unemployment insurance, worker's compensation, and their application to district human resources practices.
- Provisions of the State Education Code governing classified and other employees in school districts.
- Budget preparation and control.
- Employer/employee relations under collective bargaining, including negotiations of contract, administration of grievance, and unfair labor practices.
- Principles and practices of supervision, training, and management.
- Statistical reporting and record keeping.
- Use of online and other technological resources in the implementation of required job functions.

Ability to

- Plan, organize and direct a comprehensive human resources management program.
- Interpret employee benefit programs.
- Develop and present staff development programs.

- Interpret employee association contracts.
- Write policies, regulations, and contract language clearly and concisely.
- Communicate effectively both orally and in writing.
- Be a flexible and creative problem solver.
- Maintain current knowledge of applicable laws, codes, rules, and regulations.
- Maintain confidentiality of sensitive and privileged information.
- Supervise, train, and evaluate personnel.
- Work independently with little direction and provide work direction to others.
- Work collaboratively and promote a positive work environment.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of district personnel, students, parents, employees, administrators and the communities served by the district.
- Maintain consistent, punctual and regular attendance.

EMPLOYMENT STANDARDS

Education and Experience

- Degree in Educational Administration, Human Resources, or similar educational experience.
- Experience in a public school environment is required; experience in public school management is desirable.
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed is required.
- Class C Driver's License is required.

OTHER

- Proof of Tuberculosis clearance every four years; fingerprint clearance by the Department of Justice.

PHYSICAL DEMANDS and WORKING CONDITIONS

- Work primarily conducted in indoors; however some duties may require work outdoors, during the evening, or in inclement weather or disaster situations.
- Work may involve meeting with, supervising, and or controlling individuals who may be physically or emotionally upset.
- Some reaching, grabbing, lifting, or carrying weight of standard office materials or in supervision of staff and students is required.
- Contact with blood-borne pathogens and other potentially infectious materials is limited, but possible.
- Frequent overtime and/or schedule changes occur; duties may include responding to work related matters 24 hours-a-day.

Work Year

12 Month

Board Approved: 4/12/2022