



Excellence for all.

Job Title: Director of Classified Human Resources

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Personnel Commission, develop, plan, organize, control and direct personnel policies and programs affecting merit employment, labor and employee relations, wage and salary administration, indoctrination and training, placement, employee recognition and employees' services in accordance with Personnel Commission Policy, the California Education Code and appropriate State and federal regulations.

Distinguishing Characteristics:

The Human Resources family of job descriptions clarify how each job within this classification fits within the organization and assist in identifying key differences between classifications which may appear otherwise similar. These differences are distinguished by the level of responsibility. The Director of Classified Human provides overall leadership and assumes management responsibility for the Classified Personnel Department ensuring all local, state, and federal regulations are followed. The incumbent would possess a greater understanding of Education Code and Merit Rules. This position is governed by the Personnel Commission.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Establish and maintain procedures required to administer the Classified Human Resources program in compliance with established laws, rules and regulations including the Education Code, Merit System laws and Personnel Commission rules and guidelines; recommend changes to policies and rules as appropriate.
- Administer, recruitment, screening, examination, and selection of Classified Human Resources including vacancy and transfer notices; prepare, administer, and evaluate written and performance tests to applicants; select interview panels; supervise the development of and certification from eligibility lists.
- Provide technical support and expertise regarding Education Code, Merit Rules and contract language for negotiations and participate in negotiations sessions as requested.
- Select, train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates; approve employment and status changes.
- Develop and supervise employee training programs; conduct supervisor's conferences; participate in new employee orientation and indoctrination programs.
- Recommend to the Personnel Commission programs, policies, procedures, and controls regarding employment; analyze staff, turnover, and other personnel statistics.
- Provide technical expertise, information, and assistance to the Personnel Commission regarding assigned functions; develop policies, procedures, and programs; advise the Personnel commission of unusual trends or problems and recommend appropriate action.
- Perform classification and salary studies; analyze data and make recommendations to the Personnel Commission consistent with results; maintain current class descriptions.

- Serve as secretary to the Personnel Commission; oversee the preparation of agendas and minutes; research and prepare reports for presentation and Personnel Commission action; follow-up on direction or action from the Personnel Commission; prepare Board agenda items.
- Direct the performance evaluation program for classified employees District-wide.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; develop forms and documents for record-keeping purposes; develop new or revise existing personnel forms, methods, and procedures.
- Administer District's drug testing program.
- Communicate with other administrators, personnel, and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with staff and others regarding proper laws, codes, rules, standards, and procedures required in the processing of personnel transactions.
- Investigate classified employee grievances and arrange for hearings on those actions appealed to the Personnel Commission.
- Provide counseling and assistance to employees on issues related to employment problems, job classifications, compensation, and career development.
- Develop and prepare the annual preliminary budget for Classified Human Resources; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a computer and related office equipment; drive a vehicle to various District sites.
- Develop, recommend, and direct wage and salary surveys, pay administration and employee performance rating programs.
- Respond to various surveys requesting comparable classification, salary, and benefits information; conduct surveys and recommend changes as appropriate.
- Prepare and issue manuals, establish Commission personnel policies; interpret such policies for managers, supervisors, and employees.
- Develop and maintain a variety of information and necessary handbooks for Classified employees; promote effective channels of communication with other District personnel and the public in matters relative to Classified Human Resources.
- Attend and conduct a variety of meetings as assigned; participate/represent district in local and state meetings; participate on various committees and teams as assigned.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Developing, planning, organizing, and directing the Human Resources service.
- Principles, practices, and trends of public personnel administration.
- Merit System and provisions of the Education Code governing personnel practices and procedures in public school districts.
- Administer applicable laws, codes, regulations, policies, and procedures.
- Budget preparation and control.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Operation of a computer and assigned software.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Develop, plan, organize, control, and direct the Classified Human Resources service including administering prescribed laws as set forth in the Education Code.
- Develop and maintain a comprehensive and integrated personnel program.
- Select, train, supervise and evaluate the performance of assigned staff.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- 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.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Bachelor's degree (in a related field preferred), five years increasingly responsible professional experience in the administration of human resources in a public-school setting or school site administrative experience with completion of the CSPCA Merit Academy; school site experience and completion of the ACSA Personnel Academy desirable. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment. Driving a vehicle to conduct work.

Physical Abilities/Hazards: 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 various materials. Bending at the waist, kneeling to crouching to file materials. Contact with dissatisfied or abusive individuals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 159

Approved by Personnel Commission: 1/06/17

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023