



## **EXECUTIVE DIRECTOR, PERSONNEL COMMISSION**

### **DEFINITION**

Under administrative direction, plans, organizes, and provides direction and oversight for all functions and activities of the Merit System employment program for classified employees in accordance with the Education Code, Personnel Commission rules and regulations, and state and federal labor laws; coordinates recruitment, interviewing, testing, selection, and placement of classified personnel; manages the classification and compensation program for classified employees; serves as Executive Secretary to the Personnel Commission; provides highly responsible and complex professional assistance to the Superintendent in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Personnel Commission. Exercises general direction and supervision over assigned supervisory, professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a department director classification that oversees, directs, and participates in all activities of the Personnel Commission Services Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the Superintendent in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Office functions and activities, including the role of the Personnel Commission, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the Office's mission, goals, and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all functions and activities of the Merit System employment program for classified employees in accordance with the Education Code, Personnel Commission rules and regulations, and collective bargaining agreements.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Office needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs and oversees the recruitment, qualifications assessment, and examination of classified employees; directs the development and administration of employee selection plans including written, performance, and oral board examinations; sets examination pass points and prepares job eligibility lists; responds to questions and resolves issues concerning the employment testing process; reviews background check information and certifies job candidates for permanent or temporary position vacancies.
- Serves as the Executive Secretary to the Personnel Commission; prepares meeting agenda items; conducts research and prepares special reports requested by the Personnel Commission; oversees preparation of meeting minutes and prepares the Commission's annual report.
- Maintains the job classification plan for classified management and non-management positions; arranges job classifications into occupational groups, conducts job analysis, develops class descriptions for new positions, and recommends salary range placements for Personnel Commission action; coordinates job reclassification studies and recommends revisions to existing class descriptions.
- Manages administration of the compensation program for classified employees including salary step placement for new permanent and temporary hires, and step advancement for current employees; recommends salary schedules and classification pay ranges to the Superintendent for approval.
- Drafts policies and regulations for inclusion in the Merit System policy manual on subjects enumerated in applicable sections of the Education Code, and federal and state statutes; administers Merit System policies and makes decisions on the application of rules on a variety of employment matters; interprets and applies state and federal employment laws and administrative regulations.
- Confers with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations; responds to grievances filed under Merit System procedures concerning matters under Personnel Commission authority.
- Coordinates Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advises the Personnel Commission on all aspects of the hearing process.
- Assists County Superintendent of Schools, division heads, department heads, managers, site administrators, employees, and employee group representatives to understand the classified employment testing, selection, classification, compensation, position transfer, seniority, demotion, promotion, layoff, and reemployment practices and procedures.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings and various Office committees and advisory groups; stays abreast of current trends and innovations in the field of human resources, classification, compensation, and personnel services as they relate to the areas of assignment.
- Monitors changes in laws, regulations, and technology that may affect Office or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Maintains and directs the maintenance of working and official departmental files.
- Ensures staff observe and comply with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to bachelor's degree from an accredited college or university with major coursework in human resources, public administration, or a closely related field; and
- Ten (10) years of increasingly responsible experience in public personnel management, merit system administration, public sector civil service, or a closely related field.

### **Licenses and Certifications:**

- Requires possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Budget development, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Merit or Civil Service System authority, functions, and governing procedures in public service employment.
- Current practices in public sector personnel management including employee recruitment, candidate assessment, position classification, and compensation.
- Uniform guidelines on Employee Selection Procedures.
- Research and statistical methods and their application to administering a range of personnel functions including analyzing community wage data, recommending compensation ranges, setting examination pass points, and preparing employment and statistical reports.
- Job analysis and position classification evaluation methodologies.
- Principles and practices of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Personnel Commission Services Department.
- Develop and monitor budgets and effectively utilize resources.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research personnel management issues, and develop staff reports and proposals for Personnel Commission review and action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.