



CLASS TITLE: **Assistant Director, Classified Personnel - Leadership & Development**

WORK YEAR: **12 Months**

REPORTS TO: **Director, Classified Personnel - Leadership & Development**

PRIMARY FUNCTION:

Under the direction of the Director of Classified Personnel – Leadership & Development, plan, organize, and implement comprehensive staffing and employment-related activities for classified employees, including substitute personnel. Serve as the District's primary liaison with external agencies, including the Department of Justice for employment background clearances, medical providers for pre-employment testing, and the Employment Development Department for unemployment claims. Provide training, guidance, and ongoing support to school sites and departments to ensure effective staffing practices, compliance with applicable regulations, and continuity of operations.

RESPONSIBILITIES:

- Responsible for maintaining and administering an effective recruitment, selection, and retention program related to classified substitute personnel and tutors.
- Work with principals and other management personnel to ensure consistent, cohesive and carefully articulated personnel practices across all sites and departments.
- Assist with the development of new projects that enhance RUSD in recruiting and sustaining quality support staff.
- Actively participate with recruitment, interviewing, selecting, assigning, transferring, promoting and terminating classified personnel.
- Provide direction in matters pertaining to evaluation and professional growth of staff, and provide individual services to all personnel.
- Coordinate summer school activities with all sites and departments and assign staff accordingly.
- Design, provide, and/or coordinate training that relates to personnel in assigned area(s) of responsibility.
- Prepare and deliver oral presentations and reports to principals, managers and classified staff.

- Provide technical expertise, guidance, and background information related to the Department of Justice, Equal Employment Opportunity (EEO), and employer-employee relations matters; support compliance with applicable laws, regulations, and District policies; and assist in the consistent application of fair employment practices across sites and departments.
- Create and maintain salary schedules, files and materials for all employee groups.
- Compile and organize data to produce a variety of lists and reports; input and retrieve data from the computer applications; prepare procedural manuals; update classified personnel forms.
- Conduct special studies and surveys on personnel-related matters and prepare written reports.
- Title IX Investigator - Responsible for conducting interviews with all relevant parties, gathering and preserving evidence, and preparing a comprehensive written investigative report. Impartiality, confidentiality, and adherence to the district's Title IX grievance procedures are ensured throughout the investigative process. Does not make findings of responsibility but ensures a thorough and equitable record is compiled for review.
- Assist with negotiations and interpretation of the negotiated contracts.
- Coordinate the workload of technical staff of the office as required.
- Coordinate District compensation and salary placement for management personnel.
- Establish and maintain effective communication with various levels of District staff, community, and other public agencies.
- Perform other related duties.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices, and procedures of public sector human resources management, including recruitment, selection, onboarding, and retention of classified personnel.
- Applicable federal, state, and local laws, regulations, and policies governing employment, including Equal Employment Opportunity (EEO), Department of Justice (DOJ) requirements, and employer-employee relations.
- Collective bargaining agreements and negotiation processes, including contract interpretation and application.
- Personnel practices, board policies, administrative regulations, and California Education Code as they relate to classified personnel.
- Methods and techniques of staff development, training design, and professional growth.
- Compensation practices, including salary schedule development, job classification, and salary placement.
- Data collection, analysis, and reporting methods related to personnel functions.

- Modern office practices, procedures, and technology, including human resources information systems and database management.
- Effective communication strategies and organizational practices to ensure consistency across multiple sites and departments.

Ability to:

- Plan, organize, and administer comprehensive recruitment, selection, and retention programs for classified substitute personnel and tutors.
- Interpret, apply, and ensure compliance with laws, regulations, policies, and negotiated agreements related to personnel functions.
- Provide technical expertise and guidance on complex personnel matters, including EEO, DOJ compliance, and employer-employee relations.
- Effectively participate in and support recruitment, interviewing, selection, assignment, promotion, transfer, and disciplinary processes.
- Develop, coordinate, and deliver training programs and professional development opportunities for staff.
- Analyze data, conduct studies, and prepare clear, concise reports and presentations for a variety of stakeholders.
- Collaborate with administrators, principals, and staff to ensure consistent and equitable personnel practices across the District.
- Coordinate and prioritize multiple projects and assignments, including large-scale efforts such as summer school staffing.
- Develop and maintain salary schedules, personnel records, procedural manuals, and related documentation with accuracy and attention to detail.
- Supervise, coordinate, and provide direction to technical and clerical staff as assigned.
- Communicate effectively both orally and in writing with diverse groups, including District leadership, employees, and external agencies.
- Exercise sound judgment, maintain confidentiality, and handle sensitive situations with tact and professionalism.
- Establish and maintain effective working relationships with internal and external stakeholders.

EDUCATION AND EXPERIENCE:

- Master's Degree or higher from an accredited college or university
- Minimum of three (3) years of management experience in the areas of school site, human resources or a related field, site administrator experience preferred
- Direct supervision of employees and demonstrated experience managing or overseeing the daily operations, functions, and staff of a site or department

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided)

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Ability to problem solve
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

WORKING CONDITIONS:

- Office environment
- Demanding timelines
- Subject to frequent interruptions and contact with other employees