



For the future of every student

**CLASS TITLE: DIRECTOR-CLASSIFIED HUMAN RESOURCES**

**BASIC FUNCTION:**

Under the direction of the Personnel Commission, plan, organize, control and direct Classified Human Resources operations and activities for the District including the recruitment, screening, testing, selection, processing, employment and retention of classified employees; coordinate and provide administrative support and consultation related to recruitment, staffing needs, labor relations, collective bargaining, strategic planning, Merit System, Personnel Commission, and various other classified human resources functions; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and direct Classified Human Resources operations and activities for the District including the recruitment, screening, testing, selection, processing, employment and retention of classified employees; administer the human resources program in compliance with Personnel Commission, Merit System and applicable State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

Establish and maintain goals and objectives for the Classified Human Resources division of the District; monitor, analyze and report progress towards meeting goals and objectives to the Personnel Commission; direct the development and implementation of programs, projects, services, systems, plans and strategies related to classified human resources functions.

Serve as a member of the Superintendent's Executive Cabinet, Cabinet and Council; collaborate with the Superintendent and other administrators to assure an efficient and effective personnel management program; provide technical advice, information and direction to the Superintendent, Personnel Commission, Board members and other administrators regarding classified staff recruitment, classification, compensation, testing, selection and related activities, needs and issues.

Serve as secretary to the Personnel Commission; prepare meeting agendas; develop and provide recommendations concerning agenda items and related options for Commission consideration; conduct the appointment process for Personnel Commissioners; direct and respond to communications for the Commission.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate employee work assignments and review work to assure compliance with established standards, requirements and procedures; assure staff understanding of established requirements.

Provide consultation and technical expertise to administrators, staff, applicants and others concerning classified human resources operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide technical information concerning the Merit System, Personnel Commission, labor relations, recruitment, tests, promotions, transfers, layoffs, complaints, grievances, discipline, termination, contracts, evaluations, training, bargaining agreements, retirement, and related guidelines, laws, codes, regulations, policies and procedures; advise supervisors regarding appropriate procedures for disciplinary actions.

Attend administrative meetings and provide input, advice and direction regarding strategic planning, recruitment efforts, staffing needs, bargaining agreement implications and interpretation, and various other classified personnel matters; perform administrative coordination functions according to established agreement between the District and the Personnel Commission; prepare and present a variety of reports to the Board and Personnel Commission.

Monitor, analyze and determine staffing needs for classified personnel; provide strategic planning; coordinate recruitment and related advertising activities for classified job vacancies; direct the screening of employee applications to assure candidates meet minimum qualifications; direct the preparation, distribution and advertising placement of vacancy notices.

Plan, organize, control and direct the interviewing, selection and placement of personnel; coordinate and direct the scheduling, preparation and administration of examinations; oversee the conducting of interviews to determine eligibility of candidates; direct and participate in the analysis and accepting or rejecting of job applicants; coordinate and direct the distribution, collection and processing of employment applications; oversee the development and certification of eligibility lists.

Develop and prepare the annual preliminary budget for the Personnel Commission and related classified human resources functions; analyze and review budgetary and financial data; control and authorize expenditures including purchase orders, equipment replacement purchases, and costs for mandated employment activities in accordance with established limitations.

Administer, develop and maintain the classification plan for the District; plan, organize and conduct classification, reclassification, salary and other personnel studies as requested; research, obtain, compile and analyze a variety of technical information and statistical data related to classified personnel functions; prepare and revise job descriptions, and provide salary recommendations to the Personnel Commission for classified personnel.

Direct the planning and implementation of the professional development program for classified employees; conduct employee training; develop training opportunities for classified staff.

Examine and certify classified service assignments to assure compliance with established laws, codes and requirements; maintain transfer lists, analyze requests, and approve transfers and reassignments; review, evaluate and approve leaves of absence; administer the classified professional growth program.

Coordinate and direct the employee evaluation process for the District's classified personnel; review evaluations to assure compliance with established standards and requirements; review requests for out-of-classification requests to verify proper salary placement and classification of the assignment; review and approve requests to fill vacant positions for appropriate classifications as needed.

Participate in the collective bargaining process and related negotiations for classified personnel as appropriate and in accordance with Personnel Commission direction and the education code; administer and direct the implementation of the provisions of the Classified Collective Bargaining Agreement; provide technical direction and assistance in collective bargaining activities; investigate and assist with resolving contract issues; maintain confidentiality of sensitive and privileged information.

Direct the development, maintenance, updating and operation of computerized database systems including automated employee record-keeping, reporting, applicant tracking, position control and data analysis functions; coordinate the research, analysis, interpretation and reporting of computerized data and statistics used in human resources planning issues and staffing; work with fiscal departments to

coordinate personnel data with payroll and finance systems.

Coordinate, develop, implement and conduct staff development activities and related in-services and training activities; develop, implement and provide training courses for classified staff and administrators; evaluate and adjust activities in response to effectiveness of training.

Develop and recommend new and revised policies, procedures, rules, regulations and programs related to classified personnel functions; write, revise and present changes to the Personnel Commission Rules and Regulations to the Commission for approval.

Maintain current knowledge of laws, codes, regulations and pending legislature related to classified human resources activities; direct the modification of programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate; keep Personnel Commission, District Administrators and Board members current concerning new or revised laws.

Direct the preparation and maintenance of a variety of personnel records, files and reports related to classified personnel employment, recruitment, employees, applications, assignments, salaries, testing, evaluations, discipline and assigned activities.

Communicate with administrators, personnel, outside organizations and the public to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Conduct administrative studies and analyses; investigate Merit System regulations, problems and system operations as needed; conduct related hearings; develop and implement corrective actions and procedures to resolve issues and problems.

Research and prepare written responses in matters related to equal employment opportunity complaints and unemployment insurance claims; attend unemployment hearings as required.

Direct and monitor the classified substitute program; assure required clearances for new staff are implemented prior to employment.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of Classified Human Resources operations and activities for the District including the recruitment, screening, testing, selection, processing, employment and retention of classified employees.

Principles, practices and methods of public personnel administration including recruitment, testing, interviewing, selection, classification and salary administration.

Provisions of the State Education Code related to the merit system and classified employees.

Operations, policies and objectives relating to human resources activities.

Principles, techniques, guidelines and strategies of labor relations and collective bargaining.

Bargaining unit contracts and salary schedules.

Practices and procedures related to classified personnel.

Applicable laws, codes, regulations, policies and procedures.

Principles, practices and techniques of job analysis and classification.  
District organization, operations, policies and objectives.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct Classified Human Resources operations and activities for the District including the recruitment, screening, testing, selection, processing, employment and retention of classified employees.  
Coordinate and provide administrative support and consultation related to recruitment, staffing needs, labor relations, collective bargaining, strategic planning, Merit System, Personnel Commission, and various other classified human resources functions.  
Supervise and evaluate the performance of assigned personnel.  
Represent the Personnel Commission and Merit System to the District and employees.  
Direct and participate in the analysis and accepting or rejecting of job applicants.  
Serve as secretary to the Personnel Commission.  
Plan, organize, direct and conduct classification, reclassification, salary and other personnel studies.  
Coordinate and direct the scheduling, preparation and administration of examinations.  
Analyze, develop and implement personnel plans, strategies, rules, regulations, policies and procedures.  
Provide consultation and technical expertise concerning classified human resources operations, standards, requirements, practices and procedures.  
Participate in collective bargaining activities and related negotiations for classified bargaining units.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain laws, codes, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in human resources, public administration or related field and five years increasingly responsible human resources experience involving work with recruitment, classification, compensation and labor relations functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.

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*Approved by Personnel Commission:*      09/19/2007