



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DIRECTOR - CLASSIFIED PERSONNEL</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	08
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Personnel Commission	FLSA:	Exempt

BASIC FUNCTION:

Plan, organize, control, and direct operations and activities involved in the District's classified personnel management program in accordance with the Merit System rules and regulations, applicable State and federal laws, codes, rules, regulations, policies, and procedures; serve as secretary to the Personnel Commission; prepare, administer, and monitor expenditures of the Commission's budget; interview, recommend selection, supervise, train, and evaluate employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the personnel program. The incumbents in this classification assist in providing students with highly qualified personnel which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, control, and direct the District's classified personnel management program and operations, including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, discipline, reasonable accommodation, tuition reimbursement, and other related programs as provided for in the Merit System rules and regulations.

Serve as secretary to the Personnel Commission and prepare the agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; oversee the preparation of the Classified Personnel assignment report for the Governing Board.

Oversee recruitment, examination, eligibility determination, and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations; ensure the validity and reliability of employment examination components.

Prepare classified seniority lists and administer layoff notices; administer eligibility lists and transfer lists and recommend and approve transfers, reassignments, and reinstatements.

Oversee the preparation of eligibility, transfer, and reemployment lists and confidential files and records; direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Administer the classification and salary plans for the classified service; respond to requests for advanced

salary step placement; conduct classification and wage studies.

Serve as technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees, and employee group representatives; respond to questions; discuss classified labor agreements/merit system rules and employment policies and practices; implement, justify, or defend decisions; resolve classified personnel and Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; provide neutral support to classified negotiations as requested by the appointed negotiations teams.

Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination, and disciplinary actions of appropriate personnel as provided for in the Merit System rules and regulations; plan, coordinate, and arrange for appropriate training of subordinates.

Prepare, administer, and monitor expenditures of the Commission's budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.

Plan, organize, and implement long- and short-term programs to meet objectives of the classified personnel program.

Under the direction of the Assistant Superintendent of Personnel Services, provide administrative and technical staff assistance in areas outside the classified program, as requested.

Attend a variety of meetings and participate on assigned committees, as requested by the District and in a manner that is consistent with Merit System rules and regulations, including the District's Local Control and Accountability Plan (LCAP) Committee and others; maintain current knowledge of changes or trends in the human resources or personnel management field.

Oversee and manage the data and data entry of the District's Human Resources Information System (HRIS).

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, theories, and practices of personnel administration including position classification, salary administration, recruitment, examination, and selection.

Principles and practices of labor-management relations including negotiation and contract administration techniques.

Principles of Merit System of personnel management applicable to California public schools.

Provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of sound business communications.

Federal, State, and local laws and regulations related to assigned areas.

Research methods and analysis techniques.

Budget preparation and control.

Report writing methods and techniques.

Labor relations, laws, practices, and procedures.

Financial and statistical record-keeping techniques.
Interpersonal skills including tact, patience, and courtesy.
Operation of a computer and assigned software.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, and direct a comprehensive human resources management program.
Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified Personnel department under the Education Code and Merit System and other applicable laws, rules, and regulations.
Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs.
Obtain, organize, analyze, and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit, District managers, and employees.
Establish and maintain effective working relationships with a wide variety of groups and individuals.
Prepare and present comprehensive and effective oral and written reports.
Maintain current knowledge of trends and practices in human resources management.
Plan and organize work.
Meet schedules and timelines.
Work effectively, both independently and as a member of a team.
Prepare comprehensive narrative and statistical records and reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Operate a computer and other office equipment.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.
Adhere to safety practices.
Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in human resources, public administration, or related field and five (5) years of increasingly responsible experience in the administration of public personnel, including two (2) years in a supervisory capacity, preferably within a public school district. Merit System principles and practices within a school system are desirable.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
A presence at outdoor events, such as job fairs and community gatherings.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 3/90; Rev. 8/92, 10/98, 11/03, 05/05; 06/11 (Ewing);

Rev 10/19 (remove bargaining/discipline);

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025