

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PERSONNEL SERVICES SUPERVISOR

BASIC FUNCTION:

Under general direction of the Director-Classified Personnel, plan, organize, coordinate and supervise the daily operations and activities of the personnel services department; serve as a technical resource to District personnel, applicants and the public regarding personnel functions; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and supervise the daily operations and activities of the personnel services department, including district reception, new hire orientation, substitute staffing, automated personnel/payroll and other systems, leaves and terminations.

Train, supervise and evaluate the performance of assigned personnel; interview and select staff, as assigned; plan and coordinate work assignments, develop employee work schedules and review work to ensure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Supervise and participate in the management of the personnel/payroll system to ensure accurate input of employment processing and changes, and update of corresponding records; coordinate activities with the payroll department to troubleshoot and resolve problems.

Supervise and participate in recruitment activities related to substitute workers, i.e., post positions on web-based job sites, screen substitute employment applicants, schedule testing and/or interviews as appropriate; participate in orientation sessions for new substitute employees; assure new substitute employment files are properly completed.

Monitor substitutes in long-term assignments to assure adherence with established guidelines; coordinate termination of long-term assignments and substitute workers with performance or attendance issues; resolve substitute assignment problems and reassign, as necessary.

Provide technical expertise, information and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Supervise and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audit various records and reports for accuracy and completeness; make corrections and adjustments as needed; develop and generate a variety of computerized reports; compose, distribute and respond to a variety of correspondence.

Communicate with other administrators, personnel, outside organizations and the public to coordinate activities and programs and resolve employment issues or concerns; assure proper and timely resolution of issues and problems.

Develop and establish the criteria for automated systems, reporting and evaluation of departmental operations and information flow; evaluate, recommend and implement work processes to support increased accuracy, productivity and work flow; troubleshoot technical system problems and recommend improvements.

Maintain, revise and keep personnel staff current concerning policies, procedures, laws and regulations, bargaining agreements and reporting requirements related to personnel functions.

Operate a variety of standard office equipment, including computer and assigned software.

Conduct, attend and participate in various meetings and committees as assigned.

OTHER DUTIES:

Relieve the workload of the Assistant Superintendent and/or Director-Classified Personnel by performing highly-responsible personnel duties and assigned projects.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources operations, procedures and practices.

District policies and procedures, and applicable laws, codes, regulations, and rules, including substitute credentialing.

Pertinent collective bargaining agreements.

Policies and objectives of assigned programs and activities.

Technical aspects of personnel/payroll recordkeeping, rules and processes.

Operate a variety of standard office equipment, computer and assigned software, including automated personnel/payroll system.

Principles of supervision and training.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Schedule, coordinate and supervise personnel administration functions.

Coordinate activities to assure accurate and timely preparation and maintenance of reports, records and files related to assigned activities.

Supervise and evaluate the performance of assigned personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Provide technical expertise to employees concerning employment issues and questions.

Modify systems, procedures and programs to meet department objectives.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Exercise professional and appropriate judgment.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work and effectively manage simultaneous projects.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare accurate records and reports related to assigned activities.

Operate standard office equipment including computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent, supplemented by completion of college-level course work in personnel management, public administration, organizational development or related field and three years' recent, increasingly responsible personnel experience, including one year in a lead or supervisory capacity. Experience with PeopleSoft human resource management system (HRMS) and a Merit System or civil service agency preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of private or alternative means of transportation, and ability to qualify and maintain qualification for District vehicle insurance coverage is required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read a variety of materials and computer screen for extended periods of time.

Sitting, standing or walking for extended periods of time.

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

Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen