

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of Personnel Commission, 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 classified personnel program.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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,~~ **disciplinary appeals,** 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 **and distribute the Personnel Commission** agenda and minutes; prepare and coordinate agenda and supporting documents for Commission meetings; **attend meetings and record proceedings in a prescribed manner;** oversee the preparation of the Classified Personnel assignment report for the Governing Board; **maintain account of Personnel Commission activities and prepare annual report.**

Oversee recruitment, examination, eligibility determination and selection activities; direct and participate in the preparation of recruitment programs and applicant examinations, **including written tests, interviews, supplemental applications and related performance examinations;** assure the validity and reliability of employment examination components; **conduct job analyses to determine relevant job examination content.**

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

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~~ and **provide rationale for** decisions; resolve ~~classified personnel~~ and **address** Personnel Commission complaints or issues; communicate with other administrators and personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; provide **data and** neutral support ~~information~~ **information** to classified negotiations as requested by the appointed negotiations teams.

Supervise and evaluate the performance of assigned **Personnel Commission personnel**; interview and select employees; recommend transfers, and reassignments; **recommend** termination and disciplinary actions **of Personnel Commission** 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 **Personnel Commission and to support the** classified **service**. ~~personnel program.~~

~~Under the direction of the Assistant Superintendent of Personnel, 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 **are** 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.

Serve as a technical resource to District administration, classified employees, and bargaining unit representatives, on matters related to the classified personnel program and the Personnel Commission Rules and Regulations.

OTHER DUTIES:

Perform related duties as assigned.

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.
Oral and written communication skills.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct a **Merit System as described by California Education Code and the Personnel Commission Rules and Regulations and 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.

Supervise, train and evaluate assigned personnel.

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 **representatives**, District managers and employees.

Establish and maintain effective working relationships with a wide variety of groups and individuals, **including but not limited to, elected officials,**

District administrators, union representatives, employees, parents, community members, and individuals of other public organizations.

Prepare and present comprehensive, 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 independently.

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.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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 lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

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