



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR OF CLASSIFIED PERSONNEL

JOB SUMMARY:

Under general and policy direction of the Personnel Commission, the Director has responsibility for the planning, organization, review and administration of a comprehensive Merit System Personnel Program for classified employees. Oversees the administration of professional and technical personnel duties and procedures relating to recruitment, examinations, position control, classification, salary range placement recommendations, employee relations, development and administration of Merit Rules and department procedures, and oversees the maintenance of classified employee personnel records.

CLASS CHARACTERISTICS:

This single incumbent management position, pursuant to Education Codes 45240 - 45460, serves as the Director of the District's Merit System classified personnel operations. Reporting directly to the Personnel Commission, the incumbent is the administrative head of the Classified Personnel Department. The incumbent provides expertise on a wide variety of classified personnel matters including: recruitment, testing, classification, compensation, legal/legislative analysis, and Merit Rule development and administration. In labor relations matters, such as negotiations and employee discipline, the Director is to be neutral, serving as a Merit System resource to both management and the classified employee union.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*)

Serve as an executive officer of the Personnel Commission to administer the personnel program of the Classified Merit System of the District, perform a variety of duties related to the planning, organization and direction of the Personnel Commission; **E**

Assure that employment functions comply with EEO guidelines, the Education Code, District rules and regulations, and other relatable State and Federal mandates; keep current and up-to-date with any changes in employment law; **E**

Direct and guide personnel commission staff in the timely establishment of necessary eligibility lists in accordance with Merit System procedures and ensure that effective and efficient recruitment efforts are utilized; **E**

Direct and/or develop job related competitive examinations including written, oral and performance-based tests for the selection and appointment of classified personnel; **E**

Work in conjunction with District administration to ensure that the selection, promotion and retention of employees is based upon merit principles; *E*

Maintain an effective classification plan reflecting equitable job relationships based upon systematic evaluation of duties and responsibilities; direct the development of new classifications for Commission adoption as needed and required by the Merit System; *E*

Direct and/or develop and conduct a variety of surveys to determine compensation and benefits paid to classified jobs in the relevant labor market and prepare recommendations for the Personnel Commission to act upon and recommend appropriate relationships to the Board of Trustees; *E*

Prepare recommendations to the Personnel Commission for revising and/or developing new Merit System Rules and regulations to ensure the efficiency of the classified service; *E*

Develop well defined agendas, in conformance with provisions of the Brown Act for all Personnel Commission meetings; *E*

Attend all Personnel Commission meetings; act as a secretary to the Commission, guide the Personnel Commission in their deliberative process, and ensure the keeping of accurate minutes for each meeting of the Commission; *E*

Serve as a resource for district administration, union groups, and employees regarding Merit System Rules and regulations and other personnel related issues; *E*

Prepare an annual budget for the Commission's approval, along with appropriate back up information and recommendations; monitor and administer the Commission's annual budget; *E*

Provide direction to and assume responsibility for the Commission staff including: training, supervision and timely evaluation of staff members; *E*

In conjunction with District administration, plan appropriate, in-service training programs for classified employees and evaluate the effectiveness of those programs;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Receives general and policy direction from and is responsible to the Personnel Commission;

Direct supervision is exercised over employees of the Personnel Commission.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of personnel administration including position classification, salary administration, recruitment, examination and selection;
- Merit System rules and provisions of the Education Code related to personnel practices and procedures in school districts;
- Recruitment methods and various selection techniques including: construction and administration of written, oral and performance exams, interviewing techniques, affirmative action, ADA and EEOC/DFEH provisions;
- Methods and techniques used in job analysis and position classification;
- Salary compensation and benefits administration practices used in the public sector;
- Principles of public administration, management and organization;
- Principles and practices of employee training and supervision;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Public presentation methods and use of related software and/or equipment.

Ability to:

- Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code;
- Provide advice and counsel to maintain positive employee relations and ensure that employee concerns are handled in a fair and consistent manner;
- Foster and enhance recognition of the Personnel Commission office as an independent, neutral resource to classified employees, employee representatives, supervisors and District administration;
- Manage, supervise, motivate, direct and train the Commission staff;
- Provide clear, concise and readily understandable presentations to the Personnel Commission, the District administration, employee representatives, staff and classified employees;
- Effectively advise the Personnel Commission on personnel activity, disciplinary hearings, procedures and problems;
- Maintain confidentiality in all personnel matters;
- Interpret, apply and explain rules, regulations, policies and procedures;

- Write and maintain updated policies, regulations, and contract language clearly and concisely;
- Analyze situations accurately and adopt appropriate course of action;
- Direct and ensure the maintenance of a variety of reports and files related to assigned personnel activities;
- Plan, organize and prioritize work of self and others to meet schedules and time lines;
- Communicate effectively, in writing, orally, in person or on the telephone.
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

- Graduation from an accredited college or university with a B.A. or B.S. degree in public administration, industrial psychology, labor relations, public personnel management, or other closely related field.

Experience:

- Three (3) years of recent administrative or supervisory experience in the area of personnel management including recruitment, testing, classification and compensation.
- Experience in a Merit System or Civil Service System and recruitment, testing, classification and compensation is highly desirable.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Performs primarily sedentary administrative work in a typical office environment, frequently sits, stands, and walks, with mobility sufficient to visit various job sites; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; safely lift, carry, and/or push up to 25 pounds; speak clearly and is able to understand normal voice conversation in order to communicate effectively, exchange information, make presentations before groups, and use a telephone; visual acuity sufficient to read, review, analyze, extract and interpret various educational research journals, treatises, legal opinions and legislative analysis, and effectively use a personal computer; works indoors and has direct contact with district employees, administrators, elected/appointed officials and the public, occasionally in difficult interpersonal situations; works with high volume and tight deadlines, without guidance from supervisor(s); attendance at night meetings may be necessary.

Past Revisions: 11/8/99, 10/14/04, 9/13/07, 2/16/12
Job Description Review and Revisions Effective: 10/13/15