

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize, control and direct the 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, 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 the Classified Human Resources operations and activities for the District including 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, regulations, policies and procedures.

Serve as Secretary to the Personnel Commission; prepare meeting agenda items, develop and provide recommendations concerning agenda items and related options for Commission consideration; direct and respond to communications for the Commission and oversee the preparation of minutes.

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

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.

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 ensure compliance with established standards, requirements and procedures; ensure staff understanding of established requirements.

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.

Monitor, analyze and determine staffing needs for classified personnel; coordinate recruitment and related advertising activities for classified job vacancies; direct the screening of employee applications to ensure 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

Revised – September 20, 2018

May 2020

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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; develop training opportunities for classified staff.

Examine and certify classified service assignments to ensure compliance with established laws, codes and requirements; analyze requests, and approve transfers and reassignments.

Coordinate and direct the employee evaluation process for the District's classified personnel; review evaluations to ensure 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.

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 department to coordinate personnel data with payroll and finance systems.

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 ensure compliance with local, State and federal requirements as appropriate; keep Personnel Commission and District Administrators 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.

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 hearing as required.

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the classified personnel program including recruitment, screening, testing, selection, processing, employment and retention of classified employees; provisions of the State Education Code related to the Merit System and classified employees; budget preparation and control.

Principles, practices and methods of public personnel administration including recruitment, screening, testing, selection, processing, employment and retention of classified employees; principles and practices of administration, supervision and training; operations, policies and objectives relating to human resources activities; collective bargaining agreements, labor relations, union contracts and salary schedules; principles, practices and techniques of job analysis and classification; oral and written communication skills; applicable laws, codes, regulations, policies and procedures; principles, techniques and methods of recruitment, testing, interviewing, selection, classification and compensation; interpersonal skills using tact, patience and courtesy; operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the classified personnel program 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, 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; 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 records and reports; direct the maintenance of a variety of reports and files related to assigned activities.

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 professional experience in the administration of a human resources program involving recruitment, classification and compensation activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Ability to see 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.