



- **Monitors** the District's process in classified discipline policies to assure compliance with bargaining unit discipline procedures, rules and regulations; assist classified management with disciplinary issues, drafts disciplinary responses and/or procedures within bargaining unit policies, and serves as a Skelly Hearing Officer as needed.
- **Oversees** and develops employment processes (e.g. examinations and test validation, recruitment, selection, eligibility list, etc.) for the purpose of providing guidance and direction, ensuring compliance with the Equal Employment Opportunity rules and regulations; and, generating fair and acceptable means of assessing candidate abilities to perform in classified functions.
- **Oversees** the maintenance of personnel files (e.g. employees, confidential, etc.) for the purpose of ensuring adherence with rules and regulations.
- **Participates** in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- **Performs** personnel administrative functions (e.g. recruitment, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget
- **Performs** investigations arising from grievances and complaints (e.g. sexual harassment, discrimination, unfair hiring, employment, etc.) and recommends/performs applicable corrective action as necessary for the purpose of ensuring individual and district rights and integrity.
- **Performs** union interaction to include informal and formal issue resolution, and serves on the District's negotiation team for the purpose of ensuring the coordination of employee, personnel and district requirements with contract language.
- **Prepares** a wide variety of written materials (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- **Prepares** and oversees preparation of Board agenda items and the classified personnel agenda and/or Board reports.
- **Processes** employment related decisions (e.g. hiring, promoting, terminating, salary placement, professional growth, etc.) for the purpose of implementation of the decisions.
- **Provides** technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of board policies, administrative regulations, personnel procedures and programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate correction action for the purpose of ensuring compliance with established requirements.
- **Researches**, interprets and reviews legislation (e.g. Education Code, Federal regulations, State legislation, Board Policy, etc.) for the purpose of creating and recommending changes to policies and procedures as required; and, ensuring District compliance with State and District rules, regulations and requirements.
- **Researches** a variety of topics for the purpose of developing new programs/services, ensuring program compliance with established requirements, security general information and/or responding to requests.
- **Responds** to a variety of issues or problems related to dissatisfied or disgruntled applicants, employees, administrators and supervisors, criminal histories, employment references or verifications, physicals, terminations, layoffs, unemployment claims and grievances; respond to negotiations and bargaining unit issues.
- **Responds** to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- **Serves** as a resource to new hires for the purpose of providing support to hiring activities.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** and conducts various meetings and conferences for the purpose of maintaining current knowledge of applicable laws, regulations and requirements; and, providing and/or gathering information.
- **Participate** in monthly or annual projects including compiling seniority hours, summer school staffing, processing layoff documents, completing salary survey questionnaires, providing audit information and other special assignments.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion, Knowledge of the principles and practices of personnel administration including position classification, salary administration, recruitment examination and selection, Knowledge of the principles of public administration, principles and practices of employee training and supervision, Knowledge of computer hardware and software and applicable software applications, Ability to train and supervise staff; obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations. Ability to establish and maintain effective working relationships: prepare and present comprehensive, effective oral and written reports,
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions, May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving). Other Atmospheric Hazards: Dust, paper dust, copier products.
- **Education and Training Required:**
  - Graduation with a Bachelor's Degree from an accredited college or university with a major in Human Resources Administration, Business Administration, Public Administration, or related field preferred.
  - Master's Degree preferred
  - Five years increasingly responsible human resources experience, including two years in a supervisory capacity
  - Two years as a manager in a public sector human resources department preferred.
  - Training in management and leadership skills
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California driver's license.

**Supervisor**

Assistant Superintendent, Personnel Services

**Overtime Status**

Exempt

**Bargaining Unit Status**

Management/Confidential

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of Board policy on Evaluation of Management/Confidential employees.