

**DIRECTOR OF PERSONNEL SERVICES**  
**Certificated Management**

**DEFINITION**

Under the general direction of the Assistant Superintendent, Personnel Services: directs and coordinates certificated and classified employment functions of the District; assists in representing the Board of Trustees and the Superintendent in a variety of employee relations matters, including but not limited to grievances, collective bargaining, complaint investigations, employee discipline matters and to perform related personnel duties, as required.

**EXAMPLES OF DUTIES**

- Serves as a member of the District's negotiations team
- Investigates allegations of employee misconduct and complaints
- Oversees the District's compliance with the Americans with Disabilities Act; serves as member of the Accommodations Committee
- Assists in the processing of grievances and resolution of employee complaints
- Oversees the tracking of employee leaves under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and the Pregnancy Disability Act (PDA); assures compliance with federal and state mandates
- Supervises and directs the maintenance of the employee records systems
- Coordinates the administration of the employee evaluation procedures in alignment with appropriate collective bargaining agreement
- Provides guidance to site/department administrators regarding the evaluation process and documentation of employees under their supervision
- Supervises and directs the Teacher Support program, including, but not limited to, the BTSA, PAR and intern programs
- Assists in the preparation, research, drafting of the initial proposal and conduct of collective bargaining with the classified and/or certificated bargaining unit(s)
- Assists in problem solving and conflict resolution between management and employees, as well as disputes between members of the bargaining unit(s)
- Participates in the development, recommendation of changes and/or additions to the District personnel program in accordance with Board policies and administrative rules and regulations
- Assists in implementation and enforcement of all District policies and administrative regulations related to employees of the District
- Directs, reviews, and participates in studies to analyze and evaluate organization and staffing needs and services, feasibility and cost effectiveness, and other aspects of human resources management

- Participates in the preparation and administration of the department budget
- Supervises, trains and evaluates assigned staff
- Supervises the development, implementation and coordination of the District's certificated and classified personnel programs
- Assists in recruitment, selection, appointment, promotion, and salary placement of personnel
- Coordinates employee requests for transfer, promotion, leaves of absence, sick leave, and resignation or retirement from service.
- Prepares orientation information/programs for all new staff personnel
- Promotes positive employee/employer relations
- Prepares District salary schedules and related policies
- Supervises all functions related to credentialing and certification for those positions requiring such documents and performs those functions as needed.
- Coordinates the university contract and placement of student teachers, and maintains records related to master teacher stipends and district salary credit.
- Collects data and prepares survey forms as requested by various governmental agencies
- Directs a program of wage and salary administration, personnel research and surveys, maintenance of the employee database, employee records, and other personnel operations
- Assumes additional responsibilities, tasks and duties as may be determined by the Assistant Superintendent of Personnel.
- Performs other duties, as assigned

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- School operations and management
- Personnel practices
- Supervision
- Staff development and training
- Education Code, District Policy and Regulations pertaining to personnel procedures and Collective Bargaining Agreement
- California credentialing practices and procedures

### **Ability to:**

- Effectively plan and administer the personnel program of the District
- Monitor and assist certificated staff with credentials

- Develop, interpret, and monitor program budgets and to evaluate and compare the costs associated with the delivery of personnel services
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others

### **WORKING CONDITIONS**

- Light to moderate physical effort
- Frequent standing or walking
- Periodic handling of light weight material
- Rapid paced work
- Moderate to high levels of stress
- Frequent evening meetings
- Frequent driving to District sites
- Primarily indoor office and school environment.

### **Minimum Requirements**

#### **Minimum Qualifications:**

- Possess a valid California Administrative Credential
- Three years experience as an Elementary School Assistant Principal or other equivalent educational administration experience
- Meets District standards for physical and mental health

#### **Desirable Qualifications:**

- Master's Degree and advanced study in the field of elementary education, including the areas of administration, supervision, and curriculum development
- Ability to assist in effecting positive change in staff and programs
- A current Red Cross Standard First Aid Certificate
- Advanced study and/or experience in Personnel Administration

### **Physical:**

Ability to pass required District physical.

### **ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk

- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*