

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR – CLASSIFIED PERSONNEL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, plan, organize, control and direct the classified personnel program; coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; coordinate communications between administrators and classified personnel; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the classified personnel program; coordinate, administer and monitor classified compensation, leave and vacation programs; coordinate the District's search and recruiting process.

Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; evaluate staffing needs and position allocations; coordinate and oversee classified personnel transactions.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor performance evaluations according to established guidelines and procedures.

Coordinate communications between administrators and classified personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution and employee relations; maintain regular and timely communication with employee organizations and consult employees concerning personnel policies, practices and procedures.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term staff development programs, policies, procedures, administrative regulations and activities designed to enhance classified personnel programs and services.

Monitor the District's process in discipline policy; assure compliance with bargaining unit discipline procedures, rules and regulations; draft disciplinary procedures within bargaining unit policies.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to classified personnel and assigned activities; provide organizational analysis and research related information; conduct reclassification, compensation and assignment studies.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Respond to and resolve complaints, grievances, unfair labor practices and related conflicts.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; participate in negotiations for classified bargaining units.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of classified personnel recruiting and administration.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

State and federal laws, codes and regulations concerning personnel administration including equal employment opportunity and affirmative action.

Principles, techniques and methods of recruitment, selection, training, classification and compensation.

Bargaining agreements and union contracts.

Pay compensation plans.

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.

Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel.

Supervise the performance of assigned personnel.

Coordinate communications between administrators and classified personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, 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.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

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.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.