

STOCKTON UNIFIED SCHOOL DISTRICT

DIRECTOR OF CLASSIFIED PERSONNEL

DEFINITION

Under the direction of the Assistant Superintendent of 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; participate in negotiations with classified bargaining units; and perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Assistant Superintendent of Human Resources, and exercise general direction and supervision over assigned staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

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

Provide training in contract management to all managers and administrators.

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 with 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; advised 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 person programs and services.

Monitor the district's process in discipline policy; assure compliance with bargaining unit discipline procedures, rules and regulations.

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; travel to district sites.

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

Perform other duties as assigned.

QUALIFICATONS

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 regulation concerning personnel administration including equal employment opportunities
- Bargaining unit agreements and contracts
- Pay compensation plans
- Laws, rules, and regulations governing public schools layoff procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Plan, organize, control and direct the classified personnel programs
- 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 verbally 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
- Read a variety of materials

Education and Experience:

Any combination equivalent to:

- Bachelor of arts degree in human resources, public administration or related field
- Five (5) years experience increasingly responsible experience in the administration of public personnel

Certificates:

- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Working Conditions:

- Office environment
- Travel to district sites

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard

- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approval: 10/27/09

Management re-alignment effective 03/01/19