



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED: 10/19/2022

<u>DIRECTOR - CLASSIFIED PERSONNEL</u>	
DEPARTMENT/SITE: Personnel Commission REPORTS TO: Personnel Commission Board	SALARY SCHEDULE: Classified Management SALARY RANGE: 36 WORK CALENDAR: 261 Days FLSA: Exempt

PURPOSE STATEMENT:
 Under the direction of the Personnel Commission, the Director of Classified Personnel plans, organizes, controls, and directs operations and activities involved in the District’s classified personnel management program in accordance with the Merit System rules and regulations, applicable State and Federal laws, Education Codes, policies and procedures; manages the classification and compensation programs for classified employees; serves as Executive Secretary to the Personnel Commission; prepares, administers and monitors expenditures of the Commission’s budget; interviews, recommends selections, supervises, trains, and evaluates employees assigned to the Personnel Commission office. The holder of this position shall be free of prejudgment or bias in order to ensure the impartiality of the Commission as required by Education Code section 45266(a). The incumbent in this classification provide the school community with oversight of the District’s classified personnel management program which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Attends various meetings and participates on assigned committees consistent with Merit System rules and regulations, including the District’s Local Control and Accountability Plan (LCAP) Committee and others; maintains current knowledge of changes or trends in the human resources or personnel management field.
- Conducts internal investigations on matters within the authority of the Personnel Commission and prepares reports including final findings of fact based on evidence presented.
- Confers with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations.
- Coordinates classified layoff procedures in coordination with Human Resources and advises managers on legal requirements; maintains seniority and employee rehire lists; oversees the preparation of layoff, bumping, and recall letters to employees.
- Coordinates Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advises the Personnel Commission on all aspects of the hearing process.
- Coordinates the recruitment, qualifications assessment, and examination of classified employees; directs the development and administration of employee selection plans including written, performance and oral board examinations; sets examination pass points and prepares job eligibility lists; responds to questions

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and resolves issues concerning the employment testing process; certifies job candidates for permanent and temporary position vacancies.

- Drafts policies and regulations for inclusion in the Merit System policy manual on subjects enumerated in applicable sections of the Education Code, and Federal and State statutes; administers Merit System policies and makes decisions on the application of rules on a variety of employment matters; interprets and applies state and federal employment laws and administrative regulations.
- Ensures the applicable Merit System policies are followed; monitors the permanent employee probationary period and advises managers on probationary employment procedures.
- Maintains the job classification plan for classified management, supervisory and non-management positions; arranges job classifications into occupational groups, conducts job analysis and recommends salary range placements for Personnel Commission action; conducts salary surveys and related studies, including the gathering, analyzing and interpretation of data as a recommendation to the Commission and the District's Board of Trustees; coordinates job reclassification studies and recommends revisions to existing job descriptions.
- Manages administration of the compensation program for classified employees including salary step placement for new permanent and temporary hires, and step advancement for current employees; prepares salary schedules for Personnel Commission approval as needed.
- Manages and oversees the coordination and planning of the classified annual conference and Classified Professional Development Committee.
- Manages and oversees the California Classified School Employee Teaching Credential Program Grant from the Commission on Teaching Credentialing (CTC) Department in coordination and partnership with the California State University of Fresno.
- Oversees the preparation of eligibility, transfer and reemployment lists and confidential files and records; directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Plans, organizes, and implements long- and short-term programs to meet the Personnel Commission's objectives and support the classified services.
- Plans, organizes, controls, and directs the District's classified personnel management program and operations, including recruitment, examination, selection, appointment, promotion, demotion, transfer, resignation, layoff, reemployment, leaves, classification and compensation, evaluations, disciplinary appeals, reasonable accommodations, and other related programs as provided for in the Merit System rules and regulations.
- Prepares, administers, and monitors expenditures of the Commission's budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established guidelines in consultation with the Personnel Commission Board.
- Represents the Personnel Commission on the Administrators' Cabinet.
- Responds to grievances filed under Merit System procedures concerning matters under Personnel Commission jurisdiction.
- Serves as Executive Secretary to the Personnel Commission; prepares meeting agenda items; conducts research and prepares special reports requested by the Personnel Commission; oversees the preparation of meeting minutes; maintains account of Personnel Commission activities and prepares an annual report.
- Serves as a technical resource for questions and counsel to the Personnel Commission, Superintendent, District managers, employees and employee group representatives; responds to questions; discusses classified labor agreements/merit system rules and employment policies and practices; implements and provides the rationale for decisions; resolves and addresses Personnel Commission complaints or issues; communicates with other administrators and personnel to coordinate activities and programs, resolves issues and conflicts, and exchange information; provide data and neutral information to classified negotiations as requested by the appointed negotiation's team.
- Supervises and evaluates the performance of assigned Personnel Commission personnel; interviews and selects employees; recommends transfers, and reassignments; recommends termination and disciplinary

actions of Personnel Commission personnel as provided for in the Merit System rules and regulations; plans, coordinates, and arranges for appropriate training.

- Works in close consultation with the Assistant Superintendent of Human Resources to carry out the mission of the Personnel Commission and the District to ensure that all actions of the Personnel Commission follow collective bargaining agreements.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles, theories, and practices of personnel administration including position classification, salary administration, recruitment, examination, and selection
- Principles and practices of labor-management relations including negotiation and contract administration techniques
- Principles of Merit System of personnel management applicable to California public schools
- Provisions of the Education Code applicable to personnel practices and procedures
- Principles and practices of sound business communications
- Federal, State, and local laws and regulations related to assigned areas
- Research methods and analysis techniques
- Budget preparation and control
- Report writing methods and techniques
- Labor relations, laws, practices, and procedures
- Financial and statistical record-keeping techniques
- Interpersonal skills including tact, patience, and courtesy
- Oral and written communication skills
- Operation of a computer and assigned software
- Uniform Guidelines on Employee Selection Procedures
- State-of-the-art personnel management systems and administrative procedures including employee database management, web-based candidate sourcing and skills assessment, and talent acquisition techniques

Skills and Abilities to:

- Plan, organize and direct a Merit System as described by California Education Code and the Personnel Commission Rules and Regulations and a comprehensive human resources management program
- Interpret and apply a wide variety of rules and regulations relating to the operation of the Classified Personnel department under the Education Code and Merit System and other applicable laws, rules, and regulations
- Perform a variety of professional and technical duties involved in the conduct of the classification, salary, recruitment, examination, selection, and employee disciplinary programs
- Supervise, train and evaluate assigned personnel
- Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, Board of Education, Superintendent, Bargaining Unit representatives, District managers and employees
- Establish and maintain effective working relationships with a wide variety of groups and individuals, including but not limited to, elected officials, District administrators, union representatives, employees, parents, community members, and individuals of other public organizations
- Prepare and present comprehensive, effective oral and written reports
- Maintain current knowledge of trends and practices in human resources management
- Plan and organize work.

- Meet schedules and timelines
- Work independently
- Prepare comprehensive narrative and statistical records and reports; direct the maintenance of a variety of reports

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units are often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

In establishing this position, the Commission certifies that the duties, flexibility of hours, salary, benefit structure, and authority of the position is of such a nature that it should be set apart from positions which are subject to overtime provisions.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree from a nationally accredited college or university in Human Resources, Business Administration, Public Administration, or related field of study. A Master of Arts degree in Human Resources, Business Administration, Public Administration, or related field of study is preferable.

EXPERIENCE REQUIRED:

Five (5) years of professional-level experience in recruitment, selection, classification, job analysis, salary administration, policy development, discipline, and/or labor contract administration. At least two (2) years of the required experience must be at the supervisory or lead level in a human resource office. Merit or civil service system experience is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to conduct business for the Personnel Commission and the District.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Completion of the Merit Academy within one (1) year of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy office environment
- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen