

# Madera Unified School District Classified Job Description

## Director – Classified Human Resources

### Purpose Statement

Under direction of the Personnel Commission, the Director is responsible for implementing and assuring compliance with the Personnel Commission regulations and applicable provisions of the Education Code, as well as establishing and maintaining a Merit based Personnel System, which includes; recruitment and examination, training, classification and pay, and adjusting employee grievances. Close consultation with the District Chief Human Resource Director Officer is essential for effective implementation of this program. 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)

This job reports to the Personnel Commissioners Board.

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### Essential Functions

- Develops and implements a comprehensive recruitment and examination program for the classified service in accordance with all Federal and State Laws; implementing merit principles as defined in the Education code.
- Develops and maintains a comprehensive classification plan; conducts reclassification studies, audits positions, develops and maintains classification specifications and recommends new classifications.
- Conduct 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.
- Communicates with District Human Resources staff in regards to matters relating to District goals, objectives, policies, and procedures, and participates on committees addressing issues relevant to the classified service.
- Works in a cooperative manner with the Associate Superintendent of Business Services and Director Chief Human Resources Officer to carry out the mission of the Personnel Commission and the District.

- Develop and maintain the Classified Employee Seniority list using classified employee files and District Human Resources software.
- Develop training program for Classified Management related to Personnel Commission Rules
- Consults with the ~~Director~~ Chief Human Resources Officer to ensure that all actions of Personnel Commission are in compliance with collective bargaining agreement(s).
- Assures the classified employment functions comply with State and Federal Equal Employment Opportunity guidelines and the Education Code as well as the Commission and District rules and regulations.
- Prepares agenda for Personnel Commission meetings, serves as secretary to the Personnel Commission and supervises the preparation and maintenance of official Personnel Commission minutes and records.
- Prepares and administers the annual budget for Personnel Commission; analyzes and reviews budgetary and financial data; maintains appropriate expenditures controls.
- Prepares annual report of Personnel Commission activities.
- Reviews appeals by employees of disciplinary actions imposed by the District and prepares recommendations for Personnel Commission action, except when prohibited from doing so under Education Code section 45266 (b).
- Prepares appeal hearings to Personnel Commission to adjudicate violations of Personnel Commission Rules.
- Investigates matters related to the Personnel Commission authority.
- ~~Ensures compliance with the Americans with Disabilities Act in recruitment and testing~~
- ~~Develops and maintains technology and information systems for applicant tracking, testing , and other personnel management needs.~~
- Oversees the selection, training, and supervision of Personnel Commission staff members to ensure efficient performance and a productive environment; conducts performance evaluations of Personnel Commission staff members.

- Reviews current literature; attends appropriately approved conferences and meetings, participates in activities of personnel management organizations.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Merit System.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes relating to classified employee, recruitment, examination, selection, evaluation, records management, classification and position analysis, salary administration and staff/management development training methods.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes. Ability is also required to work with a diversity of individuals and/or groups; work with variety types of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of laws, codes, and rules, and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating effectively; adapting to changing work priorities; communicating with diverse groups and individuals; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; implementing change, maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**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 is 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.

~~It is anticipated that performance of job duties shall require part time service to the District.~~

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

**Minimum Qualifications**

Experience: Five years of increasingly responsible professional experience in Human Resource management involving employee recruitment, selection, evaluation, training, and classifications in a public education or related organization applying merit system principles.

Education: Bachelors degree from a nationally accredited college or university in Human Resources or related field of study.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range