

RIVER DELTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF PERSONNEL



DEFINITION

To perform a variety of highly responsible complex and confidential administrative duties related to all the aspects of the Personnel Department's human resource functions; to maintain personnel records and databases; to provide information and assistance to District employees and the general public regarding personnel activities, personnel policies and procedures; task related to employer/employee relations; policy development and compliance with federal and state laws; oversight of operations; analyze and monitor credentials for the purpose of compliance; to assist the Superintendent, Business Services, Educational Services, and school administrators with plans for the District's staffing needs; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Superintendent.

Exercise direct supervision over lower-level clerical staff.

DUTIES:

Essential Functions:

1. Keeps abreast of personnel laws, policies, and regulations. Provides information and assistance to District staff and the public regarding Board, District, and State personnel policies, procedures, and processes. Directs and manages daily internal operations of the Personnel department.
2. Manages, directs, and coordinates the personnel recruitment and selection process; prepares job announcements postings, advertises vacancies in compliance with applicable bargaining unit contract guidelines, ed code, and/or district policies; using district procedures. Provides information on position requirements to prospective applicants. Schedules all personnel related employment testing.
3. Receives applications for job vacancies; pre-screens applications to ensure compliance with minimum qualifications and forward to the appropriate supervisor; coordinates interview panel and schedules interviews; notify candidates of status, evaluates transcripts and records of work experience. Request reference checks on applicants; maintain application files; determines proper salary placement for all employees; extends offer of employment to selected applicants.
4. Conducts on/boarding meetings for new employees for the purpose of informing them of their rights and responsibilities according to the law, district policies, and the bargaining unit agreement when applicable. Ensures all required employment paperwork is completed and timely.
5. Maintains and updates a variety of data and information supporting the administration of the personnel systems using a personnel database program.
6. Administers, establishes, and maintains a variety of specialized and confidential personnel records, files, and list; processes and verifies employee status, change and transfers to maintain legal compliance.
7. Processes confidential information including grievances, complaints, employee discipline, negotiations, and bargaining unit requests for information. Performs high level personnel investigations.

8. Serves as point of contact for the District to the Commission on Teacher Credentialing (CTC), County Office of Education, and Internship Agencies relative to credentialing.
9. Assists Assistant Superintendent of Educational Services with pre-intern, intern, and induction programs; maintain current information regarding credentialing requirements and provide current information to others as needed.
10. Audits and monitors certificated and administrative credentials, including all necessary State and Board resolutions regarding waivers, and emergency credentials; as well as record postgraduate units and degrees; maintain professional development records; ensure legal compliance. Provides credential information to staff and applicants. Assists with processing of credential, permit, and waiver applications, and verifies applications are complete and accurate.
11. Develops, implements, and monitors the District's evaluation process according to bargaining unit procedures. Maintains annual list of employees to be evaluated and distributes the most current list to the appropriate administrator; provides guidance to administrators regarding the implementation of evaluation tool; discipline procedure; development of performance improvement plan; investigative document; and employee management. Monitors timely receipt of appropriate evaluations for all staff.
12. Processes unemployment insurance claims, assists in the resolution of problems arising from related actions, attend unemployment hearings as needed.
13. Prepares recommendations and presentations for board agenda items related to personnel matters, including but not limited to employment, resignations, leaves, tenure, permits, waivers, and other related information.
14. Processes past and present employees' verifications for student loans, years of service, leave balance transfers, and other related documents.
15. Serves as member of District negotiating team and perform responsibilities needed for classified and certificated negotiations. Including but not limited to attending meetings and negotiation sessions; assists in preparation of employer/employee relation materials and other data needed for negotiations with certificated and classified personnel. Compile information for use in contract negotiations, grievance resolution, layoff, and/or employee discipline process.
16. Serves as a member of District Cabinet team and other district committees as assigned.
17. Responds to telephone, in-person, and written inquiries of personnel, the public, parents, governmental officials/representatives, private enterprise, etc. for the purpose of providing information and/or direction. Develops responses to requests from the public and agencies for information for salary data, employment information and related matters.
18. Evaluates situations and or issues involving district employees, parents, the public, etc. for the purpose of taking appropriate action and/or directing appropriate personnel to resolve.
19. Monitors assigned activities and critical timelines for the purpose of ensuring compliance with legal and/or administrative requirements, state and federal laws, rules and regulations related to personnel matters.
20. Gathers and analyzes data and prepares district, state, local, and federal reports related to personnel accordingly while maintaining compliance with deadline dates.
21. Provides timely and accurate information to payroll for all actions affecting employee compensation including but not limited to Employee Information Records (EIR) and Personnel Action Forms (PAF).
22. Develops job descriptions and appropriate classifications for new positions and performs ongoing evaluation and updating of existing job descriptions to maintain current.
23. Administers and maintains all employment required annual training for compliance with education code, OSHA and insurance requirements, state, federal, and labor codes, and safety/health training.
24. Initiates and/or coordinates the revision of forms and documents used in the operational management of the personnel office to ensure compliance and up-to-date information.

25. Monitors fingerprinting requirements and ensures that all employees are compliant prior to rendering services. Assumes responsibilities as Custodian of Records on file with the Department of Justice (DOJ).
26. Administers substitute management system for certified and classified employees; maintains a viable list of substitutes. Secures long-term substitute employees for vacancies and leaves.
27. Independently develops and generates letters, memoranda, emails, correspondence, handbooks, reports, and other related materials related to human resource programs and activities. Distributes personnel related publications, newsletters, etc. Disperses annual notifications to staff.
28. Maintains current knowledge of office technology, software, programs, practices related to current trends in personnel. Operates a variety of office equipment including but not limited to a computer, copy machine, and printer.

Marginal Functions:

1. Opens, sorts, distributes, and answers mail related to Personnel issues.
2. Updates and maintains various state and federal reports and files.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic mathematical skills

Personnel management systems, position control systems, staff and student information system, and programs

Modern office procedures, methods, and computer equipment

Business letter writing, record keeping, and basic report preparation.

Research and development methods, techniques, and strategies

Proper English usage, spelling, grammar, and punctuation

Pertinent Education, Federal, State, and local laws, codes, and regulations

Labor laws, contract negotiations, management, and grievance processes

Principles and practices of management, supervision, and training

Evaluation practices, methods, and design

Principles, trends, methods, strategies, and procedures pertaining to personnel management.

Principles of classification and compensation

Legal and equitable recruitment and selection techniques and procedures

Ability to:

Collect, compile, and analyze information and data and prepare a variety of comprehensive reports.

Analyze organization problems, develop alternative solutions, recommend, and make sound and timely decisions.

Maintain confidentiality.

Work both independently with little supervision and as part of a team.

Communicate effectively, both orally and in writing.

Perform mathematical calculations quickly and accurately.

Type or word process at a speed necessary for adequate job performance.

Accurately interpret, apply, and explain general personnel policies and procedures applicable to the district in a variety of settings.

Operate a variety of modern equipment including computer equipment.

Establish and maintain cooperative working relationships with employee groups, the public, and members of the management team.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities while remaining objective in all matters that require the utmost discretion and sensitivity.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

Supervise and review work of lower-level staff.

Develop schedules and meet deadlines.

Provide service and assistance to others while maintaining tact, patience, and courtesy.

Sustain productivity with frequent interruptions.

Ability to learn and stay current on new software applications and programs.

Maintain consistent, punctual, and regular attendance.

Meet district standards of professional conduct as outlined in Board policy.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible clerical experience involving frequent public contact, preferably within the areas of school or public personnel administration.

Two years of experience in a supervisory role (preferred).

Training:

Associate degree or minimum of 60 units from an accredited college or university with emphasis in Business OR an equivalent to completion of twelfth grade with a combination of experience and education from which comparable knowledge, skills, and abilities have been achieved, along with passing of district proficiency exam.

Additional specialized training in personnel administration or a related field is desirable.

Bilingual, oral and written in Spanish (preferred).

Prior experience working in a school district setting (preferred).

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing a computer; in a vehicle traveling to job assignment; outdoor environment on school sites in variable weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position.

JOB PROFILE

Annual Contract: 12 months

Classified Management & Confidential Employees Salary Schedule: Range 17

Board Approved: December 12, 2023