

PROGRAM AND POLICY DEVELOPMENT ADVISOR, EMPLOYEE PERFORMANCE MANAGEMENT

DEFINITION

Advises Senior District Management in strategizing, planning, directing, and implementing the District's human capital, professional learning, and leadership development work, including, but not limited to, the Supporting All Employees initiative.

TYPICAL DUTIES

Strategizes, plans, directs, and implements the District's human capital, professional learning, and leadership development work, including, but not limited to, the Supporting All Employees initiative by performing a combination of the following duties:

- Proposing changes to policy, legislation, and process improvements by reviewing economic forecasts, existing and proposed legislation, existing policies, federal and State budgets, trends, best practices in human resource performance management, professional learning, collective bargaining agreements, and any other related information.
- Leading in the development, implementation, and project management of outreach and communications for employee performance management to educators, local and central District leadership, parents, families, and community partners.
- Managing, with the support of the Personnel Commission and the Human Resources Division, as well as other internal partners the implementation and collection of existing support mechanisms for employees that align to performance rubrics.
- Liaising with the Office of Government Relations by assisting with the review and drafting of proposed State-wide legislation in support of the District's human capital, professional learning, and leadership development work, including, but not limited to, the Supporting All Employees initiative.
- Researching and analyzing best practices and data related to employee development and recommending methods to integrate the practices within the District.
- Developing and implementing the updated certificated and classified employee performance evaluation and individual goal-setting materials, such as the stakeholder feedback surveys.
- Directing and participating in the liaison and coordination with other units involved in decisions regarding the District's strategic initiatives.
- Rendering expert consultation and advice to Senior Management.
- Analyzing and making recommendations on proposed changes in State and federal legislation.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Policy Development Advisor, Employee Performance Management serves as a technical consultant and advisor to Senior Management on issues relating to the Supporting All Employees initiative.

A Program and Policy Development Specialist serves as a staff assistant to Senior Management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

A Program and Policy Development Advisor, Employee Performance Management receives administrative direction from a division level administrator or higher and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Educational theory and practice for K-12 programs
- Concepts and business applications of data management systems and procedures
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects
 - pertinent to collective bargaining law and labor agreements in the District
- Federal and State academic accountability systems
- Research techniques, including business statistical analysis and graphic presentation of data
- Internal and external communication methods and outreach strategies
- Performance metrics and benchmarking
- Principles and practices of talent management, merit system provisions, organization development, and supervision
- Provisions of applicable federal and State laws, regulations, rules, and codes pertaining to personnel and collective bargaining agreements

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Delegate and monitor a variety of tasks through subordinate staff
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Evaluate procedures and problems and develop and install improvements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in a social science or public policy. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience implementing and managing complex talent management strategies preferably including experience with employee performance management. Experience in a California school district is preferable.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Title Change
06-18-15
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