

## ASSISTANT DIRECTOR, PERSONNEL

### DEFINITION

Plans, directs, and coordinates the work and function of multiple areas of the Personnel Commission and represents the Personnel Commission in various meetings, as necessary.

### TYPICAL DUTIES

Directs, reviews, and coordinates the work of multiple areas of the Personnel Commission. Develops, implements, and administers comprehensive personnel management programs, policies, rules, regulation, and procedures for assigned functional areas. Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the department's missions and priorities. Provides advice to District managers, supervisors, employee organizations, employees, applicants, and others on a wide range of classified personnel management issues and practices. Advises on collective bargaining items and proposals developed by others; and coordinates and directs the implementation of changes affecting personnel functions. Coordinates the interpretation of law, rules, collective bargaining agreements, policies and procedures, and is responsible for maintaining current and consistent information and operating practices as they relate to the areas of responsibility. Supervises the coordination, analysis, development, and implementation of various personnel systems such as personnel-related SAP modules and employment transactions and exam tracking systems. Directs and participates in studies of organization, staffing, budget requirements, space utilization, equipment, and other administrative matters. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and recommends appropriate services and staffing levels. Reviews regular and special reports from subordinate units and prepares composite reports. Participates in developing and maintaining the budget for assigned areas of operations and approves expenditures and implements budgetary adjustments as appropriate. Directs, participates in, and recommends personnel management activities related to subordinate staff, including selection, training, discipline, performance evaluation, and related matters. Represents the Personnel Commission at meetings, conferences, and workshops, as directed. May plan and coordinate the development and integration of various personnel systems in the Personnel Commission and liaise with Information Technology Division. Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Assistant Director, Personnel plans, directs, administers, and coordinates multiple areas of the Personnel Commission.

The Deputy Personnel Director assists in the overall administration of Personnel Commission functions and activities and acts for the Personnel Director in case of absence.

The Classified Assignments Coordinator supervises and participates in the assignment and reassignment of classified employees and represents the branch in contact with other District organizational units, collective bargaining sessions, and on committees concerned with classified payroll personnel and assignment procedures.

## SUPERVISION

General direction is received from the Deputy Personnel Director. Supervision is exercised over employees of the Personnel Commission staff through lower-level supervisors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, policies, and practices of public personnel administration
- Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District
- Purposes, functions, policies, and practices of private and public human resources departments
- Fundamentals of public administration, organizational development, and statistics with relationship to position classification, selection, training, and compensation and benefit plans
- Collective bargaining and employer-employee relations in the public services, especially in California public school districts
- Office practices and procedures, especially including data processing applications, office layout and equipment planning, communication systems planning, and forms and records design and control
- Laws, rules, regulations, court decisions, and legal interpretations concerning human resources matters such as selection, employment, compensation, and fringe benefits
- Supervisory and managerial techniques
- Principles and practices of diversity
- Basic principles and practices of administrative analysis and data systems analysis
- Project management and process reengineering
- Personnel-related SAP modules
- Recruitment and onboarding tools and methods

### Ability to:

- Plan, organize, direct, coordinate, and review the work of a multi-unit operation
- Analyze, develop, and implement changes in operating policies and procedures
- Formulate and express ideas clearly and concisely, in written reports and oral presentations
- Prepare proposed laws, rules, collective bargaining items, regulations, and procedures
- Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts
- Work effectively with administrators, school personnel, employee representatives, and the public
- Manage multiple projects simultaneously
- Develop, plan, and implement short and long-range goals
- Integrate and collaborate successfully with peers
- Motivate and lead employees

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university.

### Experience:

Five years of experience in professional personnel administration, preferably including appeals resolution, classification, selection, assignments, benefit administration, training, development and/or implementation of personnel rules, labor relations, and/or employee relations. Three years for the required experience must have included management responsibility that required oversight of multiple units and projects through subordinate supervisors.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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