

PERSONNEL DIRECTOR
DEPUTY PERSONNEL DIRECTOR

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DEFINITION

Under the direction of the Personnel Commission, directs the activities of the Personnel Commission staff in administering the Merit System provisions and other relevant sections of the Education Code regarding classified employment. These activities include classification, compensation, recruitment, selection, assignment and training responsibilities and the investigation and coordination of examination and disciplinary appeals.

TYPICAL DUTIES

Directs and reviews the administration of Personnel Commission activities through subordinate administrators, supervisors, and staff personnel engaged in the:

- Preparation and maintenance of the classification plan for all positions in the classified service.
- Recruitment, selection, and assignment of classified employees and the coordination of teacher assistant utilization and placement.
- Review of personnel assignments for compliance with laws and rules.
- Classified training program development and implementation.
- Preparation of recommended changes in rules, policies, procedures, or standards for presentation to the Personnel Commission.
- Conduct of salary surveys and wage studies and the recommendation of changes in compensation for positions and classes.
- Review of proposed legislation affecting classified employees and the drafting of revisions to the Education Code.
- Arrangement of hearings for disciplinary appeals and the investigation of complaints and other problems related to Personnel Commission responsibilities and research and analysis services to assist in the collective bargaining process.
- Processing of all classified transactions including employment, promotion, leaves, dismissals, demotions, and registration into P.E.R.S.
- Directs and reviews administrative matters related to the Personnel Commission and staff, including budget preparation and administration, organizational studies, information technology implementation, staff selection and development, and development of contractual and working relationships.
- Attends meetings of the Board of Education, Superintendent's Executive Committee, and other councils and committees as the official representative of the Personnel Commission.
- Confers with the Superintendent and administrators of the District, employee representatives, employees, and representatives of public and private agencies concerning human resources matters.
- Directs research of new theories, best practices and or trends in human resources administration pertaining to the classified service; reviews current literature; and prepares papers for publication in professional journals or for public presentation.
- Provides metric-driven Quarterly Reports for review by the Personnel Commissioners that: influence or steer needed changes in goals and activities; demonstrate the success of existing courses of action; and serve as a guideline for the evaluation of the Personnel Director.
- Conducts administrative reviews of appeals of decisions of subordinate administrators.

Directs the investigation of examination appeals and presentation of recommended deposition.
Represents the Personnel Commission in collective bargaining transactions.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Personnel Director is responsible to the Personnel Commission for the overall administration of the Merit System for the classified service, including the supervision of the Personnel Commission staff. 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 Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

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

SUPERVISION

Administrative direction is received from the Personnel Commission or from the Personnel Director in the case of the Deputy Personnel Director. Direction is exercised over employees of the Personnel Commission staff through lower-level administrators.

CLASS QUALIFICATIONS

Knowledge of:

- Federal and State laws related to human resources
- Provisions of the California Education Code with particular emphasis on the Merit System Article and other provisions relating to classified employees
- Purposes, functions, policies, and practices of private and public human resources departments
- Administrative and management techniques
- Fundamentals of public administration, organizational development, and statistics
 - relationship to position classification, selection, training and compensation and benefit plans
- Collective bargaining and employer-employee relations in the public service, especially in California public school districts
- Computer applications as they relate to human resources applications
- Literature, periodicals, and other source materials concerning current trends in human resources administration and employee relations
- Laws, rules, regulations, court decisions, and legal interpretations concerning human resources matters such as selection, employment, compensation and fringe benefits
- Legal terminology, practices, and procedures for the conduct of administrative hearings
- Organization, human resources, and policies of the Los Angeles Unified School District
- Equal employment opportunity and diversity programs and regulations
- State-of-the-art human resources practices

Ability to:

- Direct and coordinate diversified activities through subordinate supervisors
- Prepare and present written and oral reports on a variety of human resources policies and procedures

Maintain effective working relationships with all levels of administrators, employees, employee organization representatives, and officials of public and private agencies
Maintain poise and use good judgment in stressful situations
Develop, understand, interpret laws and execute, rules, regulations, policies, and procedures
Develop and implement strategic plans
Develop and manage employee recognition programs and workforce planning projects

ENTRANCE QUALIFICATIONS

Personnel Director:

Education:

A graduate degree from a recognized college or university, preferably with a degree in industrial or organizational psychology, or public administration with a major in human resources, law or a related field. An additional two years of the required experience may substitute for the graduate degree, but not for a bachelor's degree.

Experience:

Seven years of executive or managerial experience in professional human resources work that has included either working in a school district with an average daily attendance of 20,000 or more or with a governmental agency or a private firm with over 5,000 employees including direct supervision of five or more professional or administrative employees. Three years of the required experience must be at the executive level. Experience should have provided knowledge of administration and management techniques, position classification and compensation, recruitment, selection, assignments, employment transactions, labor contract negotiation, or staff development. It is preferred that this experience be in civil service or merit systems and supplemented by a history of active participation in national and local professional human resources organizations.

Deputy Personnel Director:

Education:

A graduate degree from a recognized college or university, preferably with a degree in industrial or organizational psychology, or public administration with a major in human resources, law or a related field. An additional two years of the required experience may substitute for the graduate degree, but not for a bachelor's degree.

Experience:

Five years of executive or managerial experience in professional human resources work that has included either working in a school district with an average daily attendance of 20,000 or more or with a governmental agency or a private firm with over 5,000 employees including supervision of professional and clerical support employees. Experience should be in position classification and compensation, recruitment, selection, assignments, labor contract negotiation, or staff development. It is preferred that this experience be in civil service or merit systems and supplemented by a history of active participation in national and local professional human resources organizations.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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
09-21-23
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