

Job Title: DIRECTOR OF CLASSIFIED PERSONNEL

Definition:

Under the general direction of the Superintendent and Assistant Superintendent of Human Resources, plans, organizes, directs and coordinates classified employment functions of the District; provides assistance, consultation and advice to the Superintendent and Assistant Superintendent of Human Resources Services in matters relating to Classified employee operations.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Organizes District Classified personnel functions in keeping with sound personnel practices.
2. Responsible for all classified records, including files, contracts, evaluations and supervises and directs the maintenance of the employee records system.
3. Assists in the selection of all classified personnel.
4. Coordinates the evaluation of all classified personnel and provides related data and information as requested by the district, state, federal or outside agencies.
5. Assists with negotiations with the bargaining units and is responsible for ensuring practices are aligned and maintained.
6. Interprets and implements all collective bargaining agreements and administers classified grievances procedures.
7. Consults and advises classified employees regarding classified issues.
8. Advises management team members with respect to classified personnel issues.
9. Maintains and carries out District Personnel policies.
10. Serves as the District's representative for the classified Professional Growth Committee and oversees the classified Professional Growth salary advancement process.
11. Coordinates classified transfers, leaves, resignations and dismissals.
12. Serves as District Title IX Compliance Officer.
13. Serves as liaison with legal Counsel regarding classified legal matters.
14. Updates and revises District classified policies and rules and regulations.
15. Oversees staff development for classified employees, including substitute classified employees.
16. Provides guidance to site/department administrators regarding the documentation, discipline and evaluation process of classified employees under their supervision.
17. Assists in problem solving and conflict resolution between management and employees, as well as dispute between members of the classified bargaining unit.
18. Responsible for classified substitutes, including but not limited to, the process for application, selection, onboarding, orientation and training as well as related salary schedules.
19. Support new employee onboarding including but not limited to postings, applications, selection and training including Keenan Safe Schools requirements.
20. Manages and supervises classified employee performance evaluations and provides technical assistance to administrators when remediation, including but not limited to work improvement plans, is required.
21. Responds to and resolves site complaints received from both the internal and external public.

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22. Oversees the development of the Classified Personnel Schedule for each Board agenda and follows up after each meeting of the Trustees to ensure that the classified personnel actions taken are implemented.
23. Assists with tracking classified employee leaves under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and Pregnancy Disability Act (PDL), and other classified leaves and assures compliance with federal and state laws and mandates.
24. Conducts investigations, including but not limited to, employee conduct, discrimination, employee complaints, grievance, charges of unfair labor practices, and prepares related responses and reports.
25. Engages in the interactive dialogue process with classified employees.
26. Communicates with and works collaboratively with other district departments to ensure effective and efficient district operations.
27. Assists with certificated issues as needed.
28. Performs other duties as assigned by the Superintendent and Assistant Superintendent, Human Resources Services.

Minimum Knowledge, Skill and Ability

Knowledge of:

- Principles and practices of personnel administration, including ADA, selection, recruitment, job analysis, salary administration;
- Federal, state and local personnel and labor relations laws, codes, regulations, practices and procedures;
- English usage, spelling, grammar and punctuation;
- General principles of supervision;
- Collective bargaining techniques, laws, and strategies pertaining to employer-employee relations;
- Collective bargaining agreements between the Lancaster School District and the Teachers Association of Lancaster and Classified School Employees Association;
- Methods and techniques for maximizing employee productivity and job satisfaction.

Ability to:

- Interpret and apply a wide variety of rules and regulations, including the California Education Code and CBA's, relating to the operation of the school district;
- Plan, organize and direct a comprehensive personnel management program;
- Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Superintendent and Assistant Superintendent of Human Resource Services;
- Establish and maintain cooperative and effective working relationships with a wide of variety of groups and individuals;
- Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee evaluation programs;
- Communicate effectively, both orally and in writing;
- Maintain professional confidentiality;

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- Work harmoniously with school/District personnel, parents, students, supervisors, and departments.

Training and Experience:

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Multiple Subject or Single Subject Credential
- Three (3) years classroom teaching experience
- Five (5) years administrative experience
- Experience in employee-employer relations/personnel

Desired Qualifications:

- Doctorate or evidence of coursework leading to Doctorate in Educational Administration or related field
- Two (2) years experience in personnel administration, including service as Board's Spokesperson for negotiating purposes
- Completion of ACSA's Personnel Academy or similar personnel certification program

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to take and pass physical examination
- May be required to work evenings or weekends
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Must have a valid California driver's license and be insured
- Utilize own vehicle for transportation as needed

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		