

DAVIS JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Director of Personnel Services

Salary Range: \$96,281 – \$117,032 (224 Days)

Strategic Function

Under the direction of the Deputy Superintendent the Director of Personnel Services plans, organizes, and administers a comprehensive Human Resources program for the District, which includes all personnel transactions and procedures for classified and certificated employees; develops/administers the annual Personnel Services Department budget; proposes personnel policies, rules, and procedures and ensures the District personnel programs comply with Commission rules; researches and applies new legislation, coordinates personnel surveys and similar programs; and performs related work as required.

Essential Functions

- Monitors and implements action items included in the Strategic Plan and Local Control Accountability Plan related to Human Resources.
- Participates in meetings, committees, workshops, seminars, etc. (e.g. presentations, personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Works cooperatively with all district departments and site principals to align professional growth activities with district priorities.
- Communicates with other administrators, district personnel, state and federal agencies, outside organizations and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Prepares and presents a wide variety of written materials in both manual and electronic formats (e.g. presentations, reports, assessment results, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Attends conferences, read journals and papers, takes courses and workshops to remain current concerning trends related to Human Resources.
- Supervises and coordinates the work of staff assigned to the Personnel Services Department.
- Develops a culture of trust and responsibility among students, teachers, staff, administrators, and the DJUSD community.
- Promotes high morale and a professional working relationship among the staff members.
- Performs personnel functions (e.g. interviewing, recruiting, hiring, evaluating, training, supervising, promoting, demoting, counseling, recommendations, etc.) for the purpose of

enhancing student achievement, maintaining adequate staffing, enhancing productivity of personnel and achieving program and District objectives within budget.

- Plans, organizes, and administers a comprehensive Human Resources program.
- Selects, trains, supervises, and evaluates the performance of technical and clerical staff, recommending appropriate personnel transactions; provides work direction and guidance to assigned employees in the Human Resources -Classified Department; approves personnel time and absence records.
- Supervises recruitment program ensuring advertisement in appropriate media, posting in accordance with regulations and labor agreements, and establishing application procedures.
- Supervises the conduct of selection processes, including development of selection plan and selection instruments, establishment of weighing and scoring of examination parts, and selection of qualification appraisal panel members.
- Assists administrators with difficult employment decisions.
- Assures that the employment functions comply with EEO guidelines and the Education Code as well as the District rules and regulations; researches, develops, and proposes new and revised Human Resources policies and regulations.
- Supervises job analysis for selection and classification purposes and makes recommendations; reviews reclassification requests of classified positions; performs or oversees the performance of audits and position analyses to determine appropriateness of reclassification requests.
- Coordinates and implements the procedures for the administration of Human Resources policies, rules and regulations, and negotiation proposals.
- Proposes amendments to existing rules to ensure the selection and retention of employees are fair and based on objective criteria.
- Maintains and assures proper security and confidentiality of classified employee personnel files and records in a confidential manner.
- Confers with employee groups, employees, and District managers on interpretation of Board's policies, regulations and other problems on classified personnel management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Maintains and develops seniority, and funding lists; prepares and administers layoff notices and lists.
- Supervises annual salary surveys to determine community practice with respect to classification and salary matters, establishing study design, collecting data, compiling and analyzing data, and formulating recommendations.
- Assumes and performs related duties and responsibilities as required including compliance with the District's agreements as negotiated with recognized employee organizations.
- Reviews criminal records for all employees.
- Monitors and processes credential applications and renewal requirements;
- Develops support plans for employees;
- Maintains Responsibility for all aspects of worker compensation claims and records;
- Updates and maintains teacher handbooks, classified employee handbooks, and substitute teacher handbooks;

- Files annually the DJUSD's Declaration of Need for Qualified Educators with the California Commission on Teacher Credentialing
- Manages the District Credentialing Committee for elective classes;
- Attends Job Fairs as needed;
- Investigates and responds to complaints filed against employees;
- Works with the BTSA program and provides support to new teachers; and
- Performs other duties as assigned.

Demonstrated Knowledge of:

- Student centered instruction and the California Standards for the Teaching Profession.
- Components of effective instructional and assessment processes and practices.
- Modern personnel practices and principles their application to District personnel practices.
- Job analysis, survey techniques, and salary administration.
- Modern office equipment, procedures, personal computer, and job-related software programs.
- Basic research techniques and questionnaire design.
- Principles of supervision and management.
- Appropriate safety precautions and procedures.
- Provisions of the California State Education Code governing classified and certificated employees in a school district.
- Effective public relations, interpersonal skills using tact, patience, diplomacy, and courtesy.
- Frisk procedures.
- Practices of public personnel administration and management including recruitment and selection, interviewing techniques, labors relations, and certification laws;
- Methods, procedures, and terminology pertaining to personnel record management; and
- Involvement in workshops and legal consortiums related to personnel, such as ACSA Personnel Academy and Personnel Institute, CCAC Workshop.

Demonstrated Ability to:

- Self-reflect in order to improve personal practice, as well as to lead a parallel reflective process with staff.
- Analyze problems, develop sound problem solving models, and propose logical solutions to problems.
- Engage in collaborative leadership and team-building, distributes leadership among administrators, teachers, staff, parents, students & community members.
- Build partnerships and community support.
- Self-motivate and ability to complete tasks as assigned and required of the position.
- Engage as an integral part of the District Administrative Team.
- Plan, organize, and direct a comprehensive personnel management program.
- Gather and analyze data using accepted statistical methods.
- Write policies, regulations, and contract language clearly and concisely.

- Research, evaluate data, and prepare comprehensive, concise reports, and recommendations.
- Read, interpret, and administer complex laws, and technical and general rules and regulations.
- Develop and present staff development programs.
- Make effective oral presentations.
- Supervise, train, and evaluate personnel.
- Chair meetings, lead discussions, and elicit individual and group cooperation.
- Provide indirect supervision or staff assistance for a complex organization.
- Establish and maintain effective relationships with those contacted in the course of work.

Education Required

Must hold a valid California administrative services credential and a Master's Degree.

Experience Required

Three years of site level or equivalent Human Resources administrative leadership experience required.

Working Conditions

Sample Environment:

Indoor office environment and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works evenings and weekends.

Sample Physical Abilities:

While performing the duties of this job, the employee is regularly required speak and hear in order to exchange information and make presentations; able to sit and work at a desk, conference table, or in meetings of various configurations. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus in order to read a variety of printed matter and computer screens.

Board Approved: 5/1/2014