

STATE CENTER COMMUNITY COLLEGE DISTRICT

Title	Classification	Salary Range/Assignment
Director of Classified Personnel	Management/Classified	Range: 54 Days: 224

DEFINITION

Under direction of the Personnel Commission is responsible for implementing and assuring compliance with the Personnel Commission regulations and applicable provisions of the Education Code including planning, staffing, and directing the classified personnel functions under the jurisdiction of the Personnel Commission.

DISTINGUISHING CHARACTERISTICS

This is a Classified management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of Commission regulations and applicable District policies, budget decisions, and supervision of commission personnel including assignment of work, evaluation of performance, adjusting grievances and recommending the hiring, transfer, suspension, layoff, recall, promotion and termination of Commission staff.

EXAMPLES OF DUTIES

- In consultation with the Chair, prepares agenda for Personnel Commission Meetings, serves as secretary to the Personnel Commission and supervises the preparation and maintenance of official Personnel Commission minutes and records.
- Prepares annual report of Personnel Commission activities.
- Prepares and administers the annual budget for Personnel Commission; analyzes and reviews budgetary and financial data; maintains appropriate expenditures controls.
- Investigates matters related to Personnel Commission authority.
- Reviews, researches, and prepares proposals for changes in rules, policies and procedures for approval by the Personnel Commission.
- Conducts research related to personnel administration for possible application of theories and trends in the field of District personnel operations.
- Prepares and presents a variety of narrative and statistical reports, updates and summaries to the Personnel Commission.
- Reviews employee protests and appeals and prepares recommendations for Personnel Commission action.
- Recommends whether hearings should be conducted by the Commission or a hearing officer.
- Makes necessary arrangements and subpoenaing of witnesses for production of records for hearings.
- Assures the classified employment functions comply with State and Federal Equal Employment Opportunity guidelines and the Education Code as well as the Commission and District rules and regulations.
- Participates in the development of and implements the District's EEOC Plan for the classified service.
- Ensures compliance with the Americans with Disabilities Act in recruitment and testing.
- Develops and maintains technology and information systems for applicant tracking, testing, and other personnel management needs.
- Prepares and/or arranges preparation of test instruments such as written tests, performance tests and oral appraisal interviews.
- Develops and maintains a comprehensive classification plan; conducts reclassification studies, audits positions, develops and maintains classification specifications and recommends new classifications.

- Conducts salary surveys and related studies, including the gathering, analyzing and interpretation of data.
- Researches, develops, and proposes new and revised Personnel policies and regulations; reviews and revises or devises new procedures, forms and methods to improve personnel operation.
- Supports District goals, objectives, policies, and procedures by serving as a resource to and team member with District Human Resources staff and on District committees.
- Reports to the Personnel Commission and works in a cooperative manner with the Associate Vice Chancellor, Human Resources to carry out the mission of the Personnel Commission.
- Oversees the selection, training, and supervision of Personnel Commission staff members to ensure efficient performance and a productive environment; conducts performance evaluations of Personnel Commission staff members.
- Reviews current literature; attends appropriately approved conferences and meetings, participates in activities of personnel management organizations.
- Performs other duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree in a related field.

Experience: Increasingly responsible administrative experience involving employee recruitment, selection, evaluation, records management, training, and classification in a public education or related organization functioning under the principle of the merit system, e.g. civil service system.

Knowledge and Abilities: Knowledge of federal and state laws and regulations relating to classified employee recruitment, examination, selection, evaluation, records management, classification and position analysis, salary administration and staff/management development training methods. Ability to plan, organize, and direct the classified personnel recruitment, selection, evaluation, and records management in accordance with pertinent law, effectively analyze data and circumstances and develop viable alternatives, act independently, resolve employee problems, apply Education Code sections relating to the maintenance of a "merit system" personnel program. Ability to prepare and monitor a budget. Ability to communicate effectively orally and in writing. Ability to perform effective research, analytical and report writing techniques. Ability to interpret and apply rules and regulations relating to the operation of the Merit System under the Education Code. Ability to assign, monitor, and evaluate the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply Commission, college and district policies and procedures.

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 Approved: 12-6-05
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