

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: *Director of Personnel Services*
WORK YEAR: *260-day*

JOB DESCRIPTION: *Under the direction of the Superintendent will be directly responsible for the administration of certificated and classified personnel services. This position is responsible for the recruitment, selection, and employment of all employees of the District, and for employer-employee relations; for coordinating the development and maintenance of personnel records. The Director assists district administration in the planning, developing, implementing, supervising, and evaluating programs, policies, goals and objectives relating to personnel functions. Incumbents are responsible for maintaining communications with district legal counsel to ensure adherence to appropriate state and federal laws, regulations, policies and codes as they relate to Personnel; and may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.*

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

1. Direct and supervise the functions of the personnel office and delegate duties and assignments as appropriate.
2. Serves as the Custodian of Records, Equity Compliance Officer, Title IX Coordinator.
- 3.
4. Interpret and administer all personnel policies, procedures, and laws.
5. Direct and supervise the assignment of substitutes
6. Review, approve, and process requests for the establishment of new positions.

7. Administer certificated and classified contracts.
8. Serve as member of the negotiations team for the District.
9. Maintain complete personnel files of all present and past employees.
10. Plan and maintain all certificated and classified staff in the annual budget in cooperation with the Superintendent and Chief Business Officer.
11. Enforce compliance with State certification requirements and assist prospective personnel in meeting such requirements.
12. Prepare all recommendations for appointment, promotion, transfer, leaves of absence, retirement, or dismissal of personnel to the Board of Trustees for consideration.

13. Advise administrators regarding contract management and grievance procedures.
14. Mediate employee grievances.

Provide statistical and personnel research data for Board and administrative information including salary and other status or trend studies

15. Assist in the evaluation processes of district personnel in conjunction with the supervising administrator
16. Prepare and submit necessary reports to the Board of Education, State Department of Education, and the Commission on Teacher Credentialing.
17. Oversee District employee and retirement insurance plans.
18. Administer and direct the District's early retirement programs.
19. Assist in the formulation and provide direction for the in-service training programs and professional growth program for district personnel.
20. Coordinate the development or acquisition of test instruments such as written tests, performance tests, and qualifications appraisal interviews.
21. Administer the District's Workers' Compensation Insurance and Unemployment Insurance programs.
22. Conduct investigations and reports on allegations of employee misconduct.
23. Attend regular meetings of the Superintendents Administrative Council, the Board of Education, Tuolumne Insurance JPA, the Transportation Trust, and other meetings as requested.
24. Perform other duties as assigned.

MARGINAL JOB TASKS:

1. **Performs complex clerical work.**
2. **Performs complex arithmetical operations.**
3. **Performs other duties as assigned.**

MINIMUM QUALIFICATIONS:

Knowledge of:

- *Laws and regulations relating to school district personnel activities.**
- *Personnel management principals and practices.**
- *School district finance, personnel principals and procedures, budgeting, data processing principals, methods, and equipment.**
- *Effective techniques of supervision and training.**

Ability to:

- *Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of district/department goals**

- *Design and implement sound personnel and risk management operating systems and procedures.**

- *Understand, interpret and apply laws, rules, and regulations as they apply to the district.
- *Prepare clear and concise reports, manuals, and written instructions.
- *Plan, organize, and coordinate the work of the department staff.
- *Communicate clearly and concisely, both orally and in writing.
- *Train and supervise employees of the department.
- *Establish and maintain effective working relationships with those contacted in the course of work.
- *Read, write, and speak correct English.
- *Maintain confidentiality and engender trust.

PHYSICAL

- **Standing/Walking:** Frequently; through out office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

Work Conditions

- **Location:** Work is performed in school office setting.

- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, fax, and telephone.

Employment Standards

- **3Three years of increasingly responsible and varied administrative experience in school district personnel**
- **A college degree or equivalent is required. Additional training in personnel management and supervision is desirable.**
- **Valid California driver's license, with proof of auto insurance.**
- **Private transportation.**
- **CPR and First Aid Certifications**

SALARY: **Placement on the Management Salary Schedule
Range 1(b)**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 12/14/2022