

**Santa Monica Community College District
Personnel Commission**

Director of Classified Personnel

Page 1 of 3

CONCEPT OF THE CLASS

Under the general administrative direction of the Personnel Commission, this position is responsible for carrying out all activities related to the administration of the classified personnel program in conformance with applicable laws and policies, and the rules and aims of the Commission.

ESSENTIAL DUTIES

Recommends procedures required for administration of the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws and regulations and Personnel Commission rules.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates

Prepares and recommends annual budget necessary to carry out Personnel Commission activities.

Serves as Executive Secretary of the Personnel Commission, prepares the Order of Business, presents staff reports and recommendations, and directs the preparation and maintenance of official records and minutes.

Prepares the annual report of the Personnel Commission and a periodic summary of key statistical data as outlined by the Personnel Commission.

Directs investigation of: appeals from rejection, protests of examination procedures or results, and/or withholding of certification, by applicants, candidates, and eligibles.

Directs and participates in the investigation of complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.

Directs the preparation and maintenance of the classification plan for all positions in the classified service.

Oversees the recruitment and selection program including examinations for the classified service.

Directs the audit of classified personnel assignments for compliance with rules and regulations and certifies that assignments are made in accordance with the merit system provisions of the Education Code and the rules of the Personnel Commission.

Oversees the processes and preparation of salary surveys, wage studies, and employee benefit surveys; reviews the interpretation of data, and recommends changes in compensation for positions and classes.

Provides assistance and information to District managers in the interpretation of Merit System rules, policies and procedures and the classified labor agreement as it relates to the Merit System.

Serves as a resource to District administration on collective bargaining and Merit Rules issues and may participate in collective bargaining negotiations;

Conducts special studies and makes recommendations to the Personnel Commission and District Management related to organization, staffing, and workforce utilization in the Santa Monica Community College District.

Participates in identifying, developing, coordinating and administering specialized in-service training and staff development programs for classified employees and managers.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, and the public.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Receives general administrative direction from and executes the directives of the Personnel Commission. Consults with the Personnel Commission Chairperson on procedural matters instituted for the operation of the Personnel Commission Office.

Level of Supervision Exercised

Directly supervises employees of the Department. Carries out supervisory responsibilities in accordance with the Commission's policies and applicable Local, State and Federal laws.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and techniques of recruitment, selection, classification, compensation, organizational analysis and staffing

Laws, rules, regulations, court decisions, and legal interpretations related to the employment of personnel with special emphasis on the Merit System Article of the State Education Code or similar Civil Service system

Current trends and developments in personnel administration, industrial relations, management, and related fields

Legal foundations and practices for the conduct of administrative hearings

Employer-employee relations in the public service

Laws, regulations, and guidelines related to equal employment opportunity and civil rights in employment

Principles and techniques of research and analysis

Principles and techniques of supervision, training, and human relations

State legislative processes and procedures

Principles and techniques of budgeting and financial management

Uses and capabilities of computer programs related to Human Resources/Personnel functions

Ability to:

Plan, implement and direct a comprehensive, state-of-the-art classified personnel program in conformance with the Merit System Article of the State Education Code

Interpret and apply principles of personnel administration and law to activities under the jurisdiction of the Personnel Commission

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations

React promptly and act independently in situations and events

Anticipate conditions, plan ahead, establish priorities, and meet schedules

Create a team environment and promote cohesiveness toward the achievement of goals

Train, supervise, and motivate employees

Allocate and effectively utilize the human, fiscal and physical resources of the Personnel Commission

Prepare effective written and oral communications, reports and presentations

Establish and maintain effective working relationships with all levels of administration, employee representatives, employees and representatives of other agencies and organizations.

Computer and Equipment Skills:

Competent ability in the use of personal computers, word processing, database management, presentation software and spreadsheet use and experience with HRIS. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

MINIMUM QUALIFICATIONS***Education Requirement:***

Graduation from an accredited four-year college or university with a major in public or business administration or a closely related field. An advanced degree with a specialization in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field is desirable.

Experience Requirement:

Six (6) years of recent experience in a senior professional-level position within a Merit System School District or the personnel department of a civil service agency, which must have included two (2) years supervising staff, including professional level personnel.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Normal Office Environment: While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 10 pounds.

While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Fiscal Services / Business Administration / Human Resources

FLSA Status: Exempt

Personnel Commission Approval Date: 12/13/06

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