

LODI UNIFIED SCHOOL DISTRICT
1305 East Vine Street, Lodi, CA 95240

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| Job Description: | DIRECTOR OF PERSONNEL | Classification: | Management |
| Work Year: | 222 Days | Salary: | Management Salary Schedule |
| Department: | Personnel | Reports To: | Asst. Superintendent, Personnel |

PRIMARY FUNCTION: The Director of Personnel is responsible for personnel functions including wage and salary administration, staffing, recruitment, selection, assignment, transfer, evaluation, and related counseling of personnel. Represents the authority of the Assistant Superintendent, Personnel in matters pertaining to assigned personnel areas. The Board of Education designates this position as Management.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Plan and implement policies on recruitment, testing, orientation, inservice, selection and assignment of personnel. *E*
- Responsible for classification, compensation, performance evaluations, transfer and reassignment of employees. *E*
- Monitor and recommend leaves of absence, work year schedules, vacation and sick leave procedures. *E*
- Keep informed of personnel needs and requirements regarding anticipated position vacancies, curriculum development and changes in instructional programs; responsible for personnel requisition processing and staffing entitlements. *E*
- Keep informed of legislation and legal decisions affecting personnel and employee certification and licensing, and recommend procedures to ensure district compliance. *E*
- Participate as a member of the District's collective bargaining teams, providing assistance to the Asst. Superintendent, Personnel with employee negotiations. *E*
- Provide guidance, counseling and technical advice to administrative personnel and employees in resolving personnel problems. *E*
- Assist site administrators and program managers in the remediation of employee performance, recommending appropriate action and documentation of evaluation and dismissal procedures. *E*
- Facilitate the resolution of formal and informal grievances and appeals through contract interpretation. *E*
- Provide contractual and salary structure advice and leadership to district employee negotiating teams, and meet regularly with employee representatives to resolve problems. *E*
- Assume responsibility for wage and salary administration including development and implementation of negotiated and non-negotiated salary schedules. *E*

- Responsible for personnel requisition processing and personnel budgets and accounts. *E*
- Advise the Assistant Superintendent, Personnel in matters pertaining to assigned areas. *E*
- Attend Board meetings as appropriate and address a variety of groups on matters pertaining to personnel. *E*
- Administer district unemployment claims and assist with workers compensation claims. *E*
- Responsible for the development and maintenance of current job descriptions. *E*
- Approve and monitor requests submitted for professional growth salary credit. *E*
- Maintain a liaison with colleges and universities to ensure appropriate assignment and evaluation of student teachers. *E*
- Ensure accuracy, legality and security of information contained in personnel files. *E*
- Supervise and conduct performance evaluations on all assigned personnel. *E*
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:Knowledge of:

Applicable federal and state laws

Current principles and methods of public school district personnel management

School personnel law and school district organization

Personnel budget/accounting

Collective bargaining and administration of employer-employee contracts

Equal employment opportunity laws pertaining to personnel management

Selection, transfer, reassignment, promotion, evaluation, demotion, release and dismissal of personnel

Interpersonal skills using tact, patience and courtesy

Ability to:

Plan, organize, coordinate, and direct a variety of technical data

Identify potential problems, develop alternative solutions, and prepare sound recommendations, district policies and procedures

Interpret legislation, regulations, documents and contracts related to school district personnel, and explain them to staff, Board and public

Supervise and evaluate the performance of assigned staff

Establish and maintain effective working relationships with others

Express oneself clearly and concisely both orally and in writing

Work additional hours periodically and travel locally

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience equivalent to graduation from a four-year accredited college, and increasingly responsible experience in personnel management. Successful teaching and site administration experience desirable.

LICENSES AND OTHER REQUIREMENTS:

California Driver's License.

WORKING CONDITIONS:

Working conditions may include, but are not limited to, the following:

Environment:

Office environment

Physical Abilities:

Hear and speak to communicate effectively in person and on the telephone

See to read, prepare documents and reports, and view a computer monitor

Dexterity of hands and fingers to operate a computer keyboard

Sit or stand for extended periods of time

Bend at the waist, reach overhead, above the shoulders and horizontally to retrieve and store files

Lift objects up to 25 pounds