

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Director, Personnel Services
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrative Professionals Association

SUMMARY:

Plan, organize, and implement the functions of the Human Resources Department providing direct services to employees regarding employment related issues, while implementing and supporting District goals and objectives.

SUPERVISOR:

This position reports directly to the Assistant Superintendent, Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Develop, implement and revise District personnel procedures and maintain smooth and efficient delivery of services in compliance with laws, policies and regulations.
2. Manage and organize substitute services; including review and recommendations for efficient placement of substitutes; supervise substitute evaluation process.
3. Prepare certificated, classified and substitute personnel handbooks.
4. Maintain compliance with governmental statutes, regulations and rules relating to personnel administration and advise appropriate parties of the provisions of the law.
5. Develop and maintain a system for personnel records for all employees in order to provide comprehensive, efficient, accurate and current records of all matters pertinent to employment, transfer, tenure, retirements, leave, and promotions.
6. Develop and revise job descriptions in accordance with current laws, Education Code and District procedures.
7. Interpret existing personnel policies and regulations to the staff and make recommendations concerning the formulation of personnel policies and regulations.
8. Assist the Assistant Superintendent, Human Resources with negotiations and labor relations.
9. Supervise a variety of projects affecting District-wide personnel, programs and activities.
10. Prepare and maintain statistical information on all personnel and submit the necessary Federal, State, County and local statistical reports, records and files.
11. Monitor, direct and control the storage and release of personnel files to assure confidentiality and security.
12. Provide information to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.
13. Coordinate and direct the policies and procedures for recruitment and selection in accordance with the law.
14. Coordinate the evaluation program of employees.

15. Coordinate various staff development and support services for classified staff.
16. Direct and monitor required training (Bloodborne Pathogens, Child Abuse Reporting, Sexual Harassment, etc.).
17. Direct the pre-employment activities for newly hired personnel.
18. Plan, organize, and oversee the district-wide employee recognition program.
19. Serve on District, County, City and community committees as requested and/or assigned.
20. Manage Worker's Compensation program.
21. Serve as the District's American's with Disabilities Act (ADA) and Fair Employment and Housing (FEHA) compliance officer.
22. Manage and monitor the District's EDD/Unemployment Insurance.
23. Manage the District's Wellness Program.
24. Develop short and long-range plans for increasing department efficiency.
25. Supervise and evaluate the performance of assigned staff.
26. Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
27. Maintain continuing communications with employee groups.
28. Manage the clearance process for personnel, coaches, and volunteers.
29. Perform other duties similar to the above in scope and function as required.

Knowledge of:

- Planning, organization and direction of the functions of personnel issues, labor relations/negotiations, and legal services
- Compensation practices
- Personnel procedures and practices
- Credentialing laws and certification and compliance issues
- Legal procedures, terminology, and negotiation processes
- Budget preparation
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Modern office management and procedures

Ability to:

- Provide technical information and assistance to others concerning employment policies and personnel issues
- Manage labor contracts and labor relations
- Develop, interpret and monitor department and program budgets and evaluate and compare costs associated with the delivery of services
- Establish and maintain effective working relationships with the staff and the public
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Implement management strategies based on evaluation data

- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff
- Operate and use District business systems and equipment

EDUCATION and EXPERIENCE:

Five (5) years of teaching experience. Three (3) to five (5) years increasingly responsible management experience preferred. A Master’s degree in education or public administration or related field from an accredited university or college is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License
California Administrators Credential

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: June 10, 2015

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.