JOB DESCRIPTION

San Leandro Unified School District

Director - Personnel Services

Purpose Statement

The job of Director, Personnel Services is done for the purpose/s of planning, implementing, directing and supporting the delivery of personnel services programs and functions with specific responsibilities related to the hiring, training, and evaluation of certificated and classified employees; operating and supervising a variety of programs and services; planning, coordinating, implementing and evaluating support programs; supporting the assistant superintendent with the implementation of district goals and objectives; and providing information and serving as a resource to others.

This job reports to the Assistant Superintendent of Personnel Services.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or supporting services and programs.
- Compiles data from a wide variety of sources (e.g. programs, administration, teachers, students, etc., etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates, manages, and assists with the implementation of a wide variety of personnel services programs (e.g. student teachers, teacher induction, substitute employee placement) for the purpose of ensuring compliance and operational efficiency.
- Performs personnel functions (e.g. evaluating, hiring, recruiting, disciplining, supervising, etc.) for the purpose of ensuring standards are achieved and performance maximized.
- Works directly with the business services department to assist with the implementation of programs related to both departments (e.g. workers compensation, risk management, contracted services) for the purpose of increasing efficiency between departments and providing better customer service.
- Designs services for the purpose of implementing professional development program activities that address identified training needs.
- Participates in the negotiation of contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the district's long and short range goals.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials and/or electronic presentations (e.g. reports, evaluations, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; training, developing and supervising staff; monitoring and developing budgets; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software including relational databases; pedagogy and instruction; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; collective bargaining theory; and human resources processes and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving frequently requires independent interpretation of guidelines; and problem solving is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; managing multiple projects; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally

the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Administrator's Credential
Teaching Credential
Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

FLSA Status	Approval Date	Salary Range
Exempt	Pending Board Approval: 4/10/18	Cert Admin