

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: DIRECTOR – PERSONNEL COMMISSION

#### BASIC FUNCTION:

Under the direction of the Personnel Commission, administer the personnel program of the Classified Merit System of the District; perform a variety of duties related to the planning, organization and direction of Classified Personnel; supervise and evaluate the performance of assigned staff.

#### REPRESENTATIVE DUTIES:

Administer the personnel program of the Classified Merit System of the District; perform a variety of duties related to the planning, organization and direction of Classified Personnel; supervise and evaluate the performance of assigned staff. **E**

Provide technical expertise and information to the Personnel Commission regarding assigned functions; assist as needed in the formulation and development of District policies. **E**

Develop and recommend new and revised rules, regulations and policies as necessary; investigate irregularities in the administration of Personnel Commission rules and regulations. **E**

Plan, organize and implement long and short-term programs to meet objectives of the classified personnel program. **E**

Assure compliance with a variety of State and federal regulations, laws and reporting requirements. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to Personnel Commission activities. **E**

Communicate with other administrators and District personnel to coordinate activities and programs, resolve issues and conflicts and exchange information. Oversee the administration of the Commission's website and other electronic communication media to facilitate the creation of positive relationships with the public, candidates, employees, supervisors, and administrators. **E**

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. **E**

Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines. **E**

Represent the Commission's interests at meetings with other governmental or private organizations and associations, and present information and reports on issues of mutual interest to the parties. **E**

Conduct and supervise the development of salary surveys and reclassification studies in preparation for collective bargaining negotiations, and assist parties in dealing with collective bargaining matters. **E**

Direct the preparation of agenda items for Personnel Commission meetings; attend meetings and assure the preparation and submission of minutes of meetings. **E**

Administer a program of recruitment and selection in compliance with State and federal mandates and the District's Equal Employment Opportunity policy. **E**

Attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of Personnel Commission regulations and requirements. **E**

Direct the preparation of reimbursement claims for State mandated costs concerning expenses related to collective bargaining issues, and/or any other eligible expenditures. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Principles and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.  
Merit System rules and provisions of the Education Code related to personnel practices and procedures in school districts.  
Principles of public administration, management and organization.  
Principles and practices of employee training and supervision.  
Budget preparation and control.  
Statistical, research and survey methods and techniques.  
Report writing methods and techniques.  
Office management and record-keeping practices, methods and procedures.  
General labor relations, laws, practices and procedures.

ABILITY TO:

Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code.  
Supervise and train Personnel Commission technical, secretarial and clerical staff.  
Obtain, organize, analyze and evaluate a wide range of tangible and intangible data and information to draw sound conclusions and make appropriate recommendations to the Personnel Commission, District administrators and the Board of Education  
Establish and maintain effective working relationships with a wide variety of groups and individuals, including District administrators, principals, members of the Board of Education, the District's attorney, candidates, employee group representatives, members of the public and representatives of other public agencies.  
Prepare and present comprehensive, effective oral and written reports.  
Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee disciplinary programs.  
Effectively advise the Personnel Commission on disciplinary hearings, procedures and problems.  
Assume responsibility for assigned non-Personnel Commission related activities and programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Personnel, Public Administration or related field and four years of responsible personnel experience, including recruitment, classification, examining and salary administration including at least two years of management/supervisory experience or two years experience at the Analyst level. Graduate training, including the doctorate degree, is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects. Hearing and speaking to exchange information and to make presentations, sitting or standing for extended periods of time, and seeing to read, analyze and review documents.