



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Executive Director, Classified Personnel</b>	REPORTS TO:	<b>The Personnel Commission</b>
DEPARTMENT/SCHOOL:	<b>Human Resources</b>	CLASSIFICATION:	<b>Classified Management (Non-Rep)</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED:  Commission	  <b>02/04/21</b>	SALARY GRADE:	<b>Schedule: 52 Range: 89</b>

**BASIC FUNCTION:**

Plan, organize, control and direct the classified personnel program consistent with the rules and regulations established by the Personnel Commission, the California Education Code, the Board of Education, federal and State laws, serve as secretary to the Personnel Commission; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, organize, control and direct the classified personnel program consistent with the rules and regulations established by the Personnel Commission, the California Education Code, the Board of Education, federal and State laws
- Plan, organize, control and direct the classified personnel program; interpret, apply and assure compliance with Merit System rules and regulations, Education Code, collective bargaining agreements, and federal and State laws and policies; advise administration on interpretation and application of rules, regulations, policies and laws
- Coordinate and authorize classified personnel actions for new hires, rehires, promotions, transfers, layoffs, terminations, leaves, new positions, provisional and limited term employment; administer layoffs and oversee the management of seniority and rehire lists
- Oversee recruitment, testing, appointment and salary placement of employees; direct the development and administration of examinations, certify eligibility lists and other employment lists for appointment
- Conduct and respond to administrative reviews regarding disputable matters related to working out of class, performance reviews, disciplinary letters, grievances, violations of Merit rules, and violations of employment laws or policies
- Conduct the interactive process in determining reasonable accommodations for disabled or injured employees and assure the District is in compliance with applicable laws such as Americans with Disabilities Act (ADA)
- Direct the administration of the classification and compensation plan; make recommendations to the Personnel Commission regarding reclassification and assignment analysis

- Coordinate efforts with the District's Risk Management department in the areas of Workers' Compensation, return-to-work programs and disability; assure compliance with related laws, codes, regulations, policies and procedures
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor performance evaluations according to established guidelines and procedures
- Coordinate communications between administrators and classified personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution and employee relations
- Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action; develop, manage and recommend new and revised rules to the Personnel Commission and the District's administrative team
- Collaborate and work with the Human Resources Department in the provision of non-merit classified personnel related functions; ensure efficient processes and procedures between Personnel Commission services and Human Resources; serve as an advisor to Human Resources regarding merit rules and regulations
- Plan, organize and implement long and short-term staff development programs, policies, procedures, administrative regulations and activities designed to enhance classified personnel programs and services
- Serve as Secretary to the Personnel Commission; prepare agenda items, attend meetings and oversee the preparation of minutes; organize employee discipline hearings and act as advisor to the Commission
- If requested, serve as a subject matter expert in merit rules and regulations to both District and classified employee representatives; may recommend or suggest solutions to classified employment problems or issues
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to classified personnel and assigned activities; prepare and maintain records and reports related to assigned activities
- 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 limitations; prepare annual report for the Personnel Commission
- Advise District and employee representatives on classified disciplinary procedures; may assist in the development of employee training programs to address employee performance deficiencies
- Operate standard office equipment including copier, scanner, fax machine, telephone, laptop, computer and assigned software; drive a vehicle to conduct work
- Attend and conduct a variety of meetings as assigned; participate in negotiations for classified bargaining units; prepare and deliver presentations
- Perform related duties as assigned

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Planning, organization and direction of the classified personnel program Merit System rules and regulations  
Public meeting protocols related to compliance with The Brown Act  
Budget preparation and control  
Oral and written communication skills Principles and practices of administration, supervision and training  
State and federal laws, codes and regulations concerning personnel administration including equal employment opportunity, ADA and others  
Principles, techniques and methods of recruitment, assessment, selection, training, classification and compensation  
Collective bargaining agreements, labor relations and union contracts  
Pay compensation plans  
Interpersonal skills using tact, patience and courtesy Operation of a computer and assigned software

### **ABILITY TO:**

Plan, organize, control and direct the classified personnel program  
Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel Supervise the performance of assigned personnel  
Administer layoff and reemployment activities  
Coordinate communications between administrators and classified personnel  
Communicate effectively both orally and in writing  
Prepare and deliver oral presentations  
Interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Operate a computer and assigned office equipment  
Analyze situations accurately and adopt an effective course of action Meet schedules and timelines  
Work independently with little direction  
Plan and organize work  
Prepare comprehensive narrative and statistical records and reports  
Direct the maintenance of a variety of reports and files related to assigned activities

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and seven years increasingly responsible experience in the administration of a human resources program.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, use of personal vehicle, and proof of insurance

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations Seeing to read a variety of materials  
Dexterity of hands and fingers to operate a computer keyboard

### **HAZARDS:**

Contact with dissatisfied or abusive individual