

ASSISTANT PERSONNEL DIRECTOR

DEFINITION

Assists the Personnel Director in planning, organizing, and directing the activities of the Personnel Commission Office.

TYPICAL DUTIES

Assists the Personnel Director in administering the operations of the Personnel Commission Office by:

- Planning, organizing, directing, scheduling, and reviewing the work of the Personnel Commission staff.
- Proposing to the Personnel Commission the establishment and maintenance of all procedures required for administration of the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws, rules, and regulations.
- Directing activities and/or making recommendations on administrative matters related to the Personnel Commission and staff such as budget preparation and administration, selection and supervision of staff, and contractual arrangements with independent contractors and vendors.
- Directing the preparation and maintenance of the comprehensive classification plan for all positions in the classified service.
- Directing the conduct of position classification studies and preparation of findings.
- Recommending to the Personnel Commission minimum qualifications for admittance to examinations, fields of competition, and application of dual certifications procedure.
- Directing progress on authorized examinations and making periodic reports and recommendations to the Personnel Director.
- Reviewing and/or arranging for investigation of appeals from rejection by applicants, candidates, and eligibles protests of examination procedures or results, and withholding of eligibles from certification.
- Preparing or reviewing recommended changes in rules, policies, procedures, or standards for presentation to the Commission.
- Evaluating information technology systems applicable to the classified personnel program and recommending improvements and/or necessary changes that increase efficiency and effectiveness.
- Reviewing personnel practices and policies to eliminate those that pose artificial barriers to employment.
- Participating in activities to increase the representation of sub-parity groups at all levels in the District's workforce.
- Planning, organizing and conducting salary surveys, wage studies, and employee benefits surveys, reviewing the interpretation of data, and recommending changes in compensation for positions and classes.
- Directing the audit of classified personnel assignments for compliance with rules and regulations and certifying that assignments have been made in accordance with the merit system provisions of the Education Code and the rules of the Personnel Commission.

TYPICAL DUTIES (Cont.)

- Directing and participating in the investigation of complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.
- Reviewing proposed legislation affecting classified employees recommending items on which the Personnel Commission may wish to declare its position, preparing recommended revisions to the Education Code, and attending legislative hearings as directed.
- Recommending whether hearings should be conducted by the Personnel Commission or a hearing officer, making necessary arrangements including subpoenaing of witnesses and production of records, and serving as hearing officer as directed by the Personnel Commission.
- Attending designated meetings of the Board of Trustees, the Chancellor's staff, and councils and committees as the official representative of the Personnel Commission.
- Conferring with administrators, union representatives, employee representatives, employees, and representatives of public and private agencies concerning personnel matters.
- Conducting research on proposed application of new theories or trends in personnel management, classified service, reviewing current literature, and developing strategic plans and programs.
- Providing research and analysis services to assist in the collective bargaining process.
- Preparing or causing to be prepared, the annual report of the Personnel Commission.
- In the absence of the Personnel Director, serves as ex-officio Executive Secretary to the Personnel Commission, directs the preparation of the Order of Business, presents staff reports and recommendations, and directs the preparation and maintenance of the official records and minutes.
- Assumes responsibility for the Personnel Commission Office in the absence of the Director.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Personnel Director** assists the Personnel Director in the overall administration of the Personnel Commission and assumes responsibility for the director in the event of his/her absence or in the exercise of delegated responsibility and authority.

A **Personnel Director** is responsible for administering the classified personnel program in conformance with the Merit System Article of the Education Code under the direction of the Personnel Commission.

SUPERVISION

General direction is received from the Personnel Director. General supervision is exercised over professional and clerical employees of the Personnel Commission office.

CLASS QUALIFICATIONS

Knowledge of:

Principles and techniques of recruitment, selection, classification, compensation, organizational analysis, and staffing
Provisions of the State of California Education Code relating to personnel management with particular emphasis on Article V, Merit System
Laws, rules, regulations, court decisions, and legal interpretations concerning personnel matters such as wages, salaries, fringe benefits, employer-employee relations, equal employment opportunity and affirmative action
Legal foundations and practices for the conduct of administrative hearings
Current trends and developments in personnel management and related fields
Purposes, functions, policies, and practices of private and public personnel departments
Principles and methods of research and analysis
Principles and techniques of supervision, training, and human relations
Functions, policies, organization and personnel of organizational units of the Los Angeles Community College District
Principles and techniques of budgeting and financial management
State legislative processes and procedures
Capabilities of computer applications, systems, and hardware used in personnel management

Ability to:

Plan, organize, and direct diversified activities of a classified personnel program
Prepare and present written and oral reports on a variety of personnel policies, procedures, and decisions which are comprehensive and meet legal requirements
Establish and maintain effective working relationships with all levels of administrators, employee representatives, employees, and representatives of other agencies and organizations
Interpret, apply, and explain laws, rules, regulations, policies, and procedures related to activities under the jurisdiction of the Personnel Commission
Recognize critical problems, develop and evaluate data, determine solutions, and make sound recommendations
Anticipate conditions, plan ahead, establish priorities, and meet schedules
Train, supervise, and motivate employees
Stimulate teamwork and promote cohesiveness toward the achievement of goals
Develop and execute policies, rules and regulations, and procedures
Maximize use of available human, fiscal, and physical resources
Apply statistical and research techniques to aid in resolving problems in personnel management
Maintain poise and exercise good judgment in challenging situations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university, preferably with a major in human resource management, industrial or organizational psychology, public administration, or a related field.

Experience:

Five years of full-time paid professional-level experience in personnel work. Two years of the required experience must have been in a recent administrative or supervisory position in a personnel department of a public agency. At least one year of experience as a senior staff member of a California Merit System School District Personnel Commission staff is highly desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to an automobile.