

PERSONNEL DIRECTOR

DEFINITION

Is responsible to the Personnel Commission for directing all activities related to the administration of the classified personnel program in conformance with applicable laws and policies, and the rules and goals of the Personnel Commission.

TYPICAL DUTIES

*Assures Compliance*

- Proposes to the Personnel Commission procedures and policies 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.
- Serves as ex-officio Executive Secretary of the Personnel Commission, directs the preparation of the Order of Business, presents staff reports and recommendations, and directs the preparation and maintenance of official records and minutes.
- Prepares the annual report of the Personnel Commission and a periodic summary of key statistical data as outlined by the Personnel Commission.
- Recommends to the Personnel Commission minimum qualifications for classified positions, fields of competition, and application of dual certification procedure.
- Directs investigation of appeals from rejection, protests of examination procedures or results, and/or withholding of certification by applicants, candidates, and eligibles.
- Directs and participates 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.
- Directs the preparation and maintenance of the comprehensive classification plan for all positions in the classified service.
- Directs the conduct of position classification studies and preparation of findings.
- Directs the recruitment and selection program including examinations for the classified service.
- Directs the audit of classified personnel assignments for compliance with rules and regulations and certifies that assignments are made in accordance with the merit system provisions of the Education Code and the rules of the Personnel Commission.
- Directs the conduct of salary surveys, wage studies, and employee benefit surveys, reviews the interpretation of data, and recommends changes in compensation for positions and classes.
- Directs the conduct of research and analysis in support of the collective bargaining process and participates in negotiations and consultations with bargaining representatives.
- Directs the conduct of special studies and makes recommendations related to organization, staffing, and workforce utilization in the Los Angeles Community College District.
- Prepares and recommends annual budget necessary to carry out Personnel Commission activities.
- Recommends whether hearings should be conducted by the Personnel Commission or a hearing officer, makes necessary arrangements including subpoenaing of witnesses and production of records, and serves as hearing officer as directed by the Personnel Commission.

### *Establishes and Maintains Sound Relationships*

- Attends meetings of the Board of Trustees, the Chancellor's staff, and councils and committees as the official representative of the Personnel Commission.
- Confers with administrators, union representatives, employee representatives, employees, and representatives of public and private agencies concerning personnel matters.
- Advises the Deputy Chancellor and Chancellor through oral and written communications of objectives, critical problems, achievements, improvements, recommendations, and on requirements and restrictions of law, rules, and policies pertaining to classified personnel matters.
- Identifies possible deficiencies and participates in activities to increase the representation of sub-parity groups at all levels in the Los Angeles Community College District.
- Maintains contractual arrangements with independent contractors and vendors.

### *Advances State of Art Responses*

- Recommends changes in rules, policies, procedures, or standards for presentation to the Personnel Commission.
- Reviews personnel practices and policies to eliminate those that pose artificial barriers to employment and to implement those that will enhance the Los Angeles Community College District's mission.
- Reviews proposed legislation affecting classified employees, recommends items on which the Personnel Commission may wish to declare its position, and prepares recommended revisions to the Education Code.
- Reviews current literature, conducts research on possible application of new theories or trends in personnel management, and develops strategic plans and programs.
- Evaluates information technology systems applicable to the classified personnel program and recommends improvements and/or necessary changes that increase efficiency and effectiveness.

### *Promotes Staff Development*

- Directs the selection, training, supervision and motivation of Personnel Commission staff members to ensure proficient performance and a productive environment.
- Conducts performance evaluations on Personnel Commission staff members for the purpose of identifying strengths and weaknesses and developing strength-enhancing actions.
- Pinpoints specific improvement opportunities in performance and work methods in conjunction with the annual budget process.
- Recommends methods to assure challenging but satisfying job content and environment for Personnel Commission staff members.

## DISTINGUISHING CHARACTERISTICS

A **Personnel Director** is responsible for administering the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws, rules, and regulations under the direction of the Personnel Commission.

The **Personnel Commission** is an independent body composed of three members who are appointed to maintain and foster the merit system and enhance the advancement of career service for classified employees of the Los Angeles Community College District.

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

## SUPERVISION

General direction is received from the Personnel Commission. General supervision is exercised over management and clerical personnel of the Personnel Commission office.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and techniques of recruitment, selection, classification, compensation, organizational analysis, and staffing
- Laws, rules, regulations, court decisions, and legal interpretations related to the employment of personnel with special emphasis on the Merit System Article of the State Education Code
- Legal foundations and practices for the conduct of administrative hearings
- Laws, regulations, and guidelines related to equal employment opportunity and civil rights in employment
- Employer-employee relations in the public service
- Current trends and developments in personnel management and related fields
- Methods and techniques of strategic and business planning
- Functions, policies, organization and personnel of organizational units of the Los Angeles Community College District
- Purposes, functions, policies, and practices of private and public personnel departments
- Principles and techniques of research and analysis
- Principles and techniques of supervision, training, and human relations
- State legislative processes and procedures
- Principles and techniques of budgeting and financial management
- Capabilities of computer systems, software, and hardware used in personnel management

Ability to:

- Plan, implement and direct a comprehensive, state-of-the-art classified personnel program in conformance with the Merit System Article of the State Education Code
- Prepare and present effective written and oral communications and 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 administration, employee representatives, employees and representatives of other agencies and organizations
- Interpret, apply, and explain principles of personnel management and law related to activities under the jurisdiction of the Personnel Commission
- Recognize critical elements of problems, develop and evaluate data, determine solutions, and make sound recommendations
- Develop and implement strategic plans
- Develop and execute policies, rules and regulations, and procedures
- React independently and promptly to situations and events
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Stimulate teamwork and promote cohesiveness toward the achievement of goals
- Train, supervise, and motivate employees
- Maintain poise and exercise good judgment in challenging situations
- Allocate and effectively utilize the human, fiscal and physical resources of the Personnel Commission

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. An advanced degree in one of the aforementioned majors is desirable.

Experience:

Five years of recent full-time paid professional-level experience in a senior personnel management position within a Merit System School District or the personnel department of a governmental agency. Experience must have included the supervision of staff, including professional-level employees.

Special:

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