



PERSONNEL COMMISSION

Class Code: 5095
Salary Range: 65 (M2)

EXECUTIVE OFFICER, PERSONNEL COMMISSION AND CLASSIFIED EMPLOYMENT

JOB SUMMARY

Under administrative direction, to direct the activities of the Personnel Commission staff in administering state and federal employment laws, Merit System and related provisions of the Education Code for classified employees; to provide strategic support and act as liaison to District administration; to provide oversight of the classified employment activities of the District; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and administer the activities of the Personnel Commission staff, including recruitment and testing, certification, pre- and post- employment related activities, classification and wage administration, employee recognition programs, and classified staff development. **E**
- Serve as Secretary of the Personnel Commission and direct the preparation and maintenance of agendas, official minutes and related records. **E**
- Serve as a member of the Executive Staff leadership team under the Superintendent of Schools; advise on issues and laws relating to classified employment. **E**
- Serve as a member of the District classified employment Hiring Freeze Committee; oversee compilation of data, staffing quota materials and related information relevant to the overall District staffing plan. **E**
- Direct the establishment and maintenance of all procedures required for administration of the classified personnel program in conformance with the merit system articles of the Education Code, the Fair Labor Standards Act, the Americans with Disabilities Act, and other pertinent laws and regulations. **E**
- Direct and manage administrative matters related to the Personnel Commission and staff, including budget preparation and administration, selection and development and of department staff. **E**
- Administer the classified employment hiring program, including certification of eligible candidates, offers of employment, employee processing and placement in the on-line payroll/personnel system. **E**
- Provide guidance and consultative support regarding activities related to the collective bargaining process as appropriate. **E**

- Direct the preparation and maintenance of the classification plan for all positions and persons in the classified service. ***E***
- Direct the review of personnel assignments and certify that assignments have been made in conformance with the law and commission rules. ***E***
- Direct the review of and preparation of recommended changes in rules, policies, procedures or standards for presentation to the Commission. ***E***
- Direct the conduct of organizational reviews, classification studies, salary surveys and studies and prepare reports and recommendations for presentation to administration, union and non-represented employee leadership, the Personnel Commission and the Board of Education. ***E***
- Review proposed legislation affecting the classified service, and recommend items on which the District or the Personnel Commission may wish to declare a position; communicate with legislators as directed. ***E***
- Facilitate pre-hearing mediation sessions with District representatives, employees and employee representatives in an effort to resolve disciplinary action recommendations; direct arrangements for hearing of appeals and direct investigations of matters related to Personnel Commission responsibilities. ***E***
- Administer the classified substitute and limited term assignment system; monitor District compliance with related Education Code provisions and oversee preparation and distribution of compliance reporting. ***E***
- Represent the District and Personnel Commission in legal proceedings, judicial hearings, conflict resolution sessions and formal mediation actions relating to classified employees. ***E***
- Administer and implement District staffing reductions and displacement of classified staff in accordance with collective bargaining agreements, board policies and California Education Code provisions; provide guidance and assistance to District administration in minimizing negative impact on District classified staff. ***E***
- Respond to a variety of technical and general questions and inquiries from the District, other agencies, employee organization representatives, employees and the general public. ***E***
- Direct research or conduct special studies, prepare reports and make recommendations to the District and/or Personnel Commission on trends in personnel management and matters affecting the classified service. ***E***
- Represent the District and/or Personnel Commission at a variety of meetings. ***E***

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Executive Officer, Personnel Commission and Classified Employment , reports directly to an independent, appointed Personnel Commission and is responsible for the overall administration of the merit system of the classified service and District business activities related to classified employment. The incumbent provides leadership and oversight over the Personnel Commission office, activities and staff. On behalf of the Personnel Commission,

the incumbent provides consultative services to the Board of Education and Superintendent of Schools, and participates as an active member of the District executive staff, providing expertise on State and federal employment laws as they relate to the merit system, including issues of collective bargaining. Excellent communication skills and a strong sense of ethics, fairness, and impartiality is an everyday necessity.

EMPLOYMENT STANDARDS

Knowledge of

Principles and practices of public administration and personnel management including recruiting, examining, position classification, compensation, performance evaluation, and staff development.

Principles, strategies and best practices of mediation and conflict resolution.

Job analysis and evaluation methodologies.

Computer software for personnel administration applications.

Laws, rules, regulations, court decision, and legal interpretations concerning trends and practices in personnel management and industrial and labor relations.

Legal terminology, practices and procedures for the conduct of administrative hearings.

Organization and policies of the Long Beach Unified School District.

Employer-employee relations in the public service and California school districts.

Research and statistical methods and their application to assigned personnel administration functions.

Report preparation and presentation.

Organization, work flow management and personnel supervision.

Ability to:

Plan, organize, direct, and supervise the work of the Personnel Commission office and staff.

Understand, interpret and implement laws, policies, rules, regulations and procedures.

Mediate and resolve job related conflicts among employees, supervisors and administrators.

Develop and execute policies, rules, regulations and procedures.

Develop and maintain effective working relationships with all levels of administration, employees, employee organization representatives and officials of public and private agencies.

Analyze problems and data and make sound conclusions and recommendations.

Write and speak effectively.

Make presentations before groups.

Plan, train and supervise the work of subordinate personnel.

Education and Training

Graduation from an accredited four year college or university with a major in public or business administration, industrial relations or a closely related field. A Master's degree is highly desirable. An appointee to this class must have completed or complete prior to

conclusion of the probationary period the Merit System Academy offered by the California School Personnel Commissioners Association.

Experience

At least seven years of professional public personnel management experience, including a minimum of three years in a related merit/civil service administrative position is required. California school district merit system experience is preferred.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

WORKING ENVIRONMENT

Office environment; frequent interruptions; occasional visits to sites and other agencies.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment sitting and operating a personal computer for extended periods of time; seeing to read handwritten documents or sheets or other records and reports; hearing and speaking to exchange information in person or on the telephone; agility sufficient to speak to groups.

SPECIAL REQUIREMENTS

Position requires the use of personal automobile and possession of a valid California class C Driver's license.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.