

BERKELEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: CLASSIFIED PERSONNEL SUPERVISOR

BASIC FUNCTION:

Organize and oversee classified personnel operations and activities; supervise the functions and activities involved in the recruitment, testing, selection process of classified positions; provide technical assistance to organizational supervisors and administrators concerning the Merit System, human resources programs, functions, policies and procedures; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and oversee classified personnel operations and activities; direct personnel to assure proper and timely completion of personnel activities; assist in assuring personnel activities comply with established personnel standards, policies and procedures.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established policies and procedures.

Oversee and participate in the preparation and maintenance of a variety of personnel records, reports and files; direct and participate in the input of a variety of personnel data into an assigned computer system; maintain automated records and files; compile and present reports related to recruitment and compliance with the Education Code and Merit Rules and Regulations regarding the employment of provisional and limited term employees; update and maintain compliance tracking database; initiate queries, manipulate data and generate a variety of computerized reports related to assigned activities.

Coordinate the internal and external recruitment of classified personnel including posting, testing, tracking, screening, and interviewing activities; create and audit testing materials for recruitment; administer employment exams; organize panelists for oral exams.

Process documents for the Personnel Commission including researching documents, transcribing meeting minutes, preparing reports, and processing orders for Commission supplies.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; communicate with potential candidates, site administrators and department heads related to recruiting and training processes; receive and respond to telephone calls and e-mails.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend and participate in various meetings and trainings as assigned.

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Ewing Consulting, Inc.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures related to classified personnel.
Classified human resource office objectives, functions, practices and procedures.
Applicable laws, codes, regulations, policies and procedures.
Database management.
Data control procedures and data entry operations.
District operations, policies and objectives.
Modern office practices, procedures and equipment.
Bargaining unit contracts and salary schedules.
Principles and practices of supervision and training.
Record-keeping and filing techniques.
Research methods and report writing techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

ABILITY TO:

Organize and direct Human Resources operations and activities.
Provide technical assistance to supervisors and administrators concerning human resources programs, functions, policies and procedures.
Train and evaluate the performance of assigned personnel.
Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files.
Interpret, apply and explain rules, regulations, policies and procedures.
Utilize a computer to input data, initiate queries, maintain automated records and generate reports.
Direct personnel to assure proper and timely completion of personnel activities.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently or from oral instructions.
Compile information and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Type or input data at an acceptable rate of speed.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources or related field and five years increasingly responsible technical human resources experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.