



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Classified Personnel Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	HUMAN RESOURCES	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 59

BASIC FUNCTION:

Organize and supervise 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 supervise 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; supervise processes such as interviewing and selecting employees; approving transfers reassignments leaves, terminations and disciplinary actions; assigning employee duties; and reviewing work for accuracy, completeness and compliance with established policies and procedures
- Supervise the preparation and maintenance of a variety of personnel records, reports and files; the input of a variety of personnel data into assigned computer system; the maintenance of automated records and files; compilation of and preparation of reports related to recruitment and hiring in compliance with the Education Code and Merit Rules and Regulations regarding the employment of provisional and limited term employees; the updating and maintaining compliance tracking database; initiating queries, manipulating data and generating a variety of computerized reports related to assigned activities
- Supervise the internal and external recruitment of classified personnel including posting, testing, tracking, screening, and interviewing activities; creating and auditing testing materials for recruitment; administering employment exams; organizing 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

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