



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Classified Personnel Supervisor</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Personnel Commission</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>10/13/20 (rev) 01/28/15</b>	SALARY GRADE:	<b>Schedule: 54 Range: 69</b>

**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
- Supervise Personnel Commission Office functions; purchase office materials; oversee assigned budget; create budget transfers for approval to cover purchase of examination materials and equipment items; complete expense reimbursements, requisitions, purchase orders; monitor expenses on assigned

projects and events; work with Classified Director to prepare draft budget for approval by the Personnel Commission

- Manages special projects such as implementation of technical systems related to: paperless onboarding, remote testing, applicant tracking data tracking, electronic forms, and other work flow improvement systems
- Performs technical working in conducting job analysis through interview and questionnaires to identify skills, knowledge and abilities necessary for successful job performance
- Works with job experts to determine appropriate selection procedures and develop written, oral, technical and performance examinations items.
- Process documents for the Personnel Commission including researching documents, transcribing meeting minutes, preparing personnel commission agenda and packet, 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