

**CLASS TITLE: ASSISTANT DIRECTOR, CLASSIFIED PERSONNEL**

**WORK YEAR: 12 Months**

**VACATION: 27 Days**

**REPORTS TO: DIRECTOR, CLASSIFIED PERSONNEL**

**PRIMARY FUNCTION:**

Under the direction of the Director of Classified Personnel, Leadership and Development, plan and organize, and implement staffing activities as they apply to classified employees. Serve as the liaison between the Department of Justice and the District regarding employment background checks. Serve as the liaison between the medical provider and the District regarding pre-employment tests. Serve as the liaison between the Employment Development Department and the District regarding employee unemployment claims.

**RESPONSIBILITIES:**

- Work with principals and other management personnel to ensure consistent, cohesive and carefully articulated personnel practices across all sites and levels.
- Assist with the development of new projects that enhance RUSD in recruiting and sustaining quality support staff.
- Assist with recruitment, interviewing, selecting, assigning, transferring, promoting and terminating personnel.
- Provide direction in matters pertaining to evaluation and professional growth of staff, and provide individual services to all personnel.
- Coordinate summer school activities with Instructional Services.
- Design, provide, and/or coordinate trainings that relate to personnel in assigned area(s) of responsibility.
- Prepare and deliver oral presentations and reports to managers and classified staff.
- Assist with the preparation of required reports, both written and oral.
- Create and maintain salary schedules for all employee groups.
- Compile and organize data to produce a variety of lists and reports; input and retrieve data from the computer applications; prepare procedural manuals; update classified personnel forms.

- Maintain certificated and classified management personnel salary files.
- Conduct special studies and surveys on personnel-related matters and prepare written reports.
- Provide background and/or technical information related to Affirmative Action, Equal Employment Opportunity, and Employer-Employee Relations matters.
- Assist with interpretation of the negotiated contracts.
- Coordinate the workload of technical staff of the office as required.
- Coordinate District compensation and salary placement for management personnel.

Establish and maintain effective communication with various levels of District staff, community, and other public agencies.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

#### **Physical:**

Ability to push, pull, and transport instructional and/or presentation materials. Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

#### **Mental:**

Ability to organize and coordinate schedules

Ability to analyze and interpret data

Problem solving

Ability to communicate with the public

Ability to read, analyze and interpret printed matter and computer screens

Ability to create written communication so others will be able to clearly understand the written communication

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

#### **Environment:**

Indoor – frequently

Outdoor – occasionally

Ability to work at a desk and in meetings of various configurations.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree
- Five years' experience in the field of Education Administration, Human Resources or a combination of the two.