



**CLASS TITLE:** DIRECTOR V, CLASSIFIED PERSONNEL  
**WORK YEAR:** 12 Months  
**VACATION:** 27 Days  
**REPORTS TO:** Assistant Superintendent, Human Resources

**BASIC FUNCTION:**

Under direction of the Assistant Superintendent, Human Resources, administer the functions of the Human Resources Division as they apply to classified employees.

**REPRESENTATIVE DUTIES:**

- Recruitment of candidates for employment.
- Coordinate and supervise of the selection and hiring process, and reassignments.
- Monitor the employee performance evaluation process.
- Oversee administration of layoff process.
- Provide assistance to managers involved in recommending the discipline or dismissal of employees.
- Present District cases or assist an attorney in suspension or dismissal hearings.
- Coordinate and/or supervise of the preparation of statistical reports.
- Evaluate the performance of assigned employees.
- Coordinate reclassification procedures.
- Assist with negotiations; interpret provisions of negotiation contract.
- Model exemplary management behavior to provide example for others.

- Maintain detailed knowledge of Education Code sections relating to classified personnel.
- Perform related duties as assigned.

**ABILITIES:**

- Analyze personnel-related issues.
- Counsel, advise, discipline and teach as appropriate to the situation.
- Articulate and have the ability to write clearly and in technical language, as necessary.
- Document incidents with clarity.
- Interpret provisions of contracts and sections of the Education Code.
- Exhibit a pleasant attitude and a desire to assist employees and applicants.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree and five years experience in the field of Human Resources.
- Master's Degree preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

- Seeing to read various materials.
- Hearing and speaking to exchange information and make presentations.