

DIRECTOR OF CLASSIFIED PERSONNEL

BASIC FUNCTION

Plan, organize, control and direct Classified Human Resources operations and activities for the District. Serve as the Secretary to the Personnel Commission

KEY RESPONSIBILITIES

- Recruitment, screening, testing, selection, processing, employment and retention of Classified personnel
- Establish goals and objectives for the Classified Human Resources Division
- Serves as Secretary to the Personnel Commission
- Coordinate, develop and implement recruitment methods, strategies, procedures, materials, activities and new employee orientation and integration; classification and compensation studies, reviews and analysis
- Develop and administer the classification plan for the District
- Appointment, supervision and development of Personnel Commission/Classified Personnel staff
- Consult with personnel, administrators, applicants and others regarding Classified Human Resources operations and activities including transfers, reassignment, termination and disciplinary actions
- Work with sites and department personnel in meeting classified staffing needs and provide organizational development consultation
- Problem solving, mediation and conflict resolution
- Direct the planning and implementation of the Classified professional development programs
- Develop and implement the annual budget of the Personnel Commission, approve expenditures
- Formulate and develop policies, procedures and programs
- Certify Classified service transactions per Ed Code
- Coordinate and direct the employee Classified evaluation program

- Interpret and implement the Classified Collective Bargaining Agreement
- Investigate and respond to complaints and appeals.
- Maintain current knowledge of laws, codes, regulations and pending legislation through active participation in professional organizations

THE SUCCESSFUL COMPETENCIES:

- Excellent technical skills in recruitment, testing and selection, classification and compensation, organizational development, policy development and implementation
- Experienced and skilled leader and supervisor who can motivate and develop employees
- Artful communicator who can work with people at all levels of the organization as well as those outside the organization
- School Merit System or Civil Service experience and be a strong supporter of the philosophy
- Management and resolution of conflict skills
- Organizational development and structure skills
- Excellent problem solver and facilitator
- Skilled in mediation and listening for understanding
- Compassionate, empathetic, kind and caring and appreciate the diversity of the William S. Hart UHSD community
- Team member bringing skills and abilities to the table with creativity and new thinking
- Willing to learn and grow constantly
- Excellent organizational skills and attention to detail
- Communicate effectively and clearly
- Knowledgeable in employment law and be able to translate it into daily activities
- Enjoy daily interaction with a wide variety of individuals
- Professionally active and constantly up to date with laws, court cases and interpretations of codes and regulations.
- Ethical, honest and committed to the William S. Hart UHSD and its mission and vision

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, human resources, business administration or a related field and five years of complex professional personnel experience, with at least two years in a administrative/supervisory capacity. Merit school district HR experience is highly desirable.

COMPENSATION

5 steps: \$111,060 - \$115,502 - \$120,122 - \$124,927-\$129,924 annually. New employee will be placed on Step 1, 2 or 3 depending on experience. Plus \$324 per month car allowance.

This is a full time position, 8 hrs/day, 12 mths/year.

BENEFITS

Choice of Health Plans: PPO or HMO; Delta Dental & Vision Service Plan. **Vacation:** 22 days per year. **Holidays:** 15 days per year. **Sick Leave:** The District provides for 18 days of sick leave per year, with unlimited accumulation for unused days.

RETIREMENT

Public Employees Retirement System (CalPERS) & Social Security

It is expected that the individual selected will assume the full duties of the position on or about July 15, 2017.

Filing Deadline

11:59 p.m., Friday, May 12, 2017

Incomplete applications and faxed materials will not be considered.

A completed application, including answers to supplemental questions must be submitted online at <http://agency.governmentjobs.com/cspca> or through the CSPCA Website at www.meritsystem.org under the tab "Employment".

THE SELECTION PROCESS

(Dual Certification)

The selection process tentatively includes a four-part examination process to include:

Part 1: Training and Experience Evaluation

Committee review of all completed applications and supplemental questionnaires (a maximum of the top 8 candidates will be selected for Part 2)

Part 2: A Technical/General Appraisal Qualifications Interview and a District Advisory Panel interview.

This results in the establishment of an eligibility list.

Part 3: Final Selection Interview with the Personnel Commission from the top three ranks on the eligibility list.

Part 4: Reference check & selection decision.

THE DISTRICT

The William S. Hart Union High School District is located in the Santa Clarita Valley in the northern part of Los Angeles County and serves 7th through 12th grades with an annual budget of nearly \$180 million. Nearly 23,000 students are enrolled in the district's six comprehensive high schools, a continuation school, middle college high school, independent study school, a home school support program, six junior high schools, an adult school and a Regional Occupational Program.

Several Hart District schools have been named California Distinguished Schools, National Blue Ribbon Schools of Excellence and California Model Continuation Schools.

The Hart School District boasts more than 90% of students going on to pursue a post-secondary education opportunities. The District's dropout rate is less than 3%. Students receive more than \$25 million in academic scholarships each year from colleges and universities throughout the country.

The Hart School District has a commitment to providing students with the necessary training and

skills to be successful in the world of work. More than 90% of Hart District graduates go on to post-secondary education, enrolling in a four-year college or university or a two-year community college, including career technical programs.

Students and families can feel confident knowing that all campuses are safe environments and that safety and security of students and staff is the #1 priority of the Hart School District.

THE WILLIAM S. HART UHSD MISSION

We prepare students to meet the challenges of the future as lifelong learners and responsible citizens. In partnership with families and community, we create meaningful and diverse learning opportunities for all students so they develop the knowledge, skills, and character necessary to succeed. In all of our work, we demand fairness, honor quality, and expect

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing accommodation, please notify the Personnel Commission Office.

For questions about the job, personnel commission, and district, please contact:

Terri Renison
Interim Director of Classified Personnel
trenison@hartschool.org



**WILLIAM S. HART UNION
HIGH SCHOOL DISTRICT**

**THE PERSONNEL COMMISSION
ANNOUNCES AN EXAMINATION
FOR**

**DIRECTOR OF
CLASSIFIED
PERSONNEL**

**(MANAGEMENT POSITION)
(DUAL CERTIFICATION)**

**WILLIAM S HART UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
21380 CENTRE POINTE PARKWAY
SANTA CLARITA, CA. 91350
661-259-0033, ext. 220**



**This is a collaborative recruitment between the
William S Hart High School District Personnel
Commission and the California School
Personnel Commissioners Association.**

**For questions about the recruitment and
examination process, please contact:**

T.R. Lin, PhD
Retirees Director, CSPCA
tr.retired2016@outlook.com