

Gridley Unified School District
Job Description

JOB TITLE:	Personnel Manager		
SALARY RANGE:	Classified Managers Salary Schedule		
DEPARTMENT:	Personnel	LOCATION:	District Office
REPORTS TO:	Superintendent	BOARD APPROVED:	07/10/2000

SUMMARY: Under the general direction of the Superintendent, serves as Personnel Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and assists in the recruitment, testing, interviewing, selection and placement of qualified personnel for both certificated and classified staff.
- Monitors employment procedures and practices to ensure compliance with EEO regulations and maintains proper documentation of hiring procedures.
- Provides leadership in the development and maintenance of personnel practices to assure effective methods of recruitment, assignment, promotion and staff development.
- Establishes and maintains personnel files for certificated and classified personnel.
- Maintains job descriptions and collective bargaining agreements.
- Verifies salary placement for certificated and classified staff based on review of documents including college transcripts and experience records.
- Prepares employment contracts and paperwork for the hiring of new employees, scheduling fingerprinting for background clearances obtaining TB verification and providing bloodborne pathogen inservice.
- Processes employee status changes, including leaves of absence, transfers and reassignments.
- Prepares layoff materials.
- Forwards personnel actions to Board of Trustees for ratification.
- Monitors certificated staff credentials, professional growth and authorized assignment/misassignment.
- Advises administrators and certificated personnel on credential requirements, writes waivers and analyzes transcripts for teacher placement and obtainment of emergency permits.
- Prepares board resolutions and statement of need relative to assignment options.
- Acts as credentialing liaison between district personnel and Butte COE and college credentialing, internships and placement offices.
- Notifies certificated personnel concerning registration and renewal of credential.

- Assists in obtaining credential renewals by reviewing forms for completion and preparing necessary statements and documents for state and county office.
- Prepares and maintains certificated and classified staff seniority lists and other appropriate personnel records.
- Receives complaints and/or questions from classified, certificated, management and administrative staff and conducts initial interviews in person or on telephone and either answers questions, refers to appropriate staff member or makes appointment with the superintendent.
- Assists employees in resolution of questions or concerns regarding employment, clarification of personnel procedures and updating of records.
- Exercises discretion when providing information, assistance and interpretation on personnel procedures, contractual agreements, legal requirements, Board policies and regulations and other related topics to administrators, teachers, classified staff, public agencies and organizations.
- Assists the superintendent in contract management and grievances.
- Handles personnel legal matters with the District's attorney; prepares layoff materials.
- Independently composes correspondence, reports, credential applications, and waivers relative to personnel.
- Supervises notifications relative to unemployment for substitute employees and those working less than 12 months and the maintenance of vacation, comp time and work-year records.
- Remains current concerning personnel problems, situations and conditions of special interest to the superintendent.
- Exercises independent judgment concerning matters requiring the superintendent's attention to assure timely action.
- Coordinates staff recognition activities and other events or projects as assigned.
- Supervises the Office Technician and the calling of substitutes.
- Prepares materials for negotiations.
- Receives employee injury reports, files reports with Workers Compensation carrier and serves as the district's Workers Compensation coordinator.
- Schedules Units Evaluation Committee meetings, receives requests from sites, posts units to personnel files after approval and notifies payroll and budget.
- Performs other related work as required or assigned by the Superintendent.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma, supplemented by college coursework in the business field and personnel management or related area, preferred, and any combination of experience and training in the area of personnel which would indicate possession of the knowledge, skills and abilities listed herein. A minimum of five years of broad and increasingly responsible administrative, business and personnel experience within education.

LANGUAGE SKILLS: Ability to read, write and speak at a level sufficient to fulfill the duties to be performed. Knowledge of: English usage, spelling, grammar and punctuation. Ability to understand and interpret the Education Code, Title V, Board Policy, Certificated and Classified Contracts and Credentialing Handbook. Understand and carry out oral and written directions in English.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out basic or specific instructions furnished in written, oral diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations. Ability to analyze data and documents and make decisions on procedural matters without immediate supervision and demonstrate considerable judgment and discretion.

CERTIFICATES, LICENSES AND ABILITIES: Typing Certificate – 60 W.P.M. Net. Operate computers, various software programs and various office machines. Possession of a valid Class C California Driver's License.

OTHER SKILLS AND ABILITIES: Ability to: work independently without supervision and perform complex assignments; take responsibility and use good judgment in recognizing scope of authority; communicate with the public; staff, board, parents, community and school officials tactfully and courteously; maintain confidentiality and security of sensitive information; compile and maintain accurate records and reports; perform routine administrative duties; perform simultaneously numerous assignments with close attention to detail, schedules and deadlines; plan, organize, direct and control personnel functions. Supervise others. Have general knowledge pertaining to school district business operations. Maintain a neat and clean appearance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate or feel objects, tools, or controls and reach with hands and arms and talk, listen and hear. The employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, caustic chemicals and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions and extreme heat.

The noise level in the work environment is usually moderate. Due to the busy nature of a district office, the employee must be able to routinely work well under pressure and remain calm and tactful with staff, the public, parents, and community members.