

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Classified Personnel	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resource Services Division	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY:</b>	Grade 026
<b>ISSUED:</b>	January 10, 2006		

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**BASIC FUNCTION:**

Plan, develop, organize, implement and manage the district's classification, compensation, recruitment and other human resources programs; assist the Director, Classified Personnel, with administration of classified discipline; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Manage and maintain a system for monitoring the appropriate use of classifications throughout the district. *E*

Manage and maintain present and future classified personnel staffing requirements including hiring, recruitment, reemployment, transfers, and layoffs. *E*

Serve as a resource and liaison to site, internal staff, and support personnel on organizational structure, position classification, position description development, and compensation structure. *E*

Assist the Director, Classified Personnel, with the administration of classified discipline. *E*

Plan, develop, implement, and maintain innovative technology systems for classification and recruitment and other areas of human resources; develop short and long range plans for efficiency; work collaboratively with others to prioritize and develop uses for new technology. *E*

Participate as a district representative in contract negotiations; research and compile data pertaining to the district's negotiations with designated exclusive representatives. *E*

Coordinate, develop, and implement new procedures to streamline classification and recruitment processes and procedures; research, develop and implement classification, recruitment and other human resources strategies and processes that are valid, reliable, efficient, and consistent with business necessity. *E*

Manage the development and calculation of salary schedules; manage the administration of salary schedule rules and regulations. *E*

Assist with and participate in the planning, development, and implementation of human resources long range goals and objectives and the development of measures of achievement and effectiveness. *E*

Investigate, research, and draft responses to complaints alleging discrimination or harassment. *E*

Develop and conduct on-going training sessions for assigned staff and district managers/supervisors regarding policies and procedures. *E*

Manage compensation surveys and studies as appropriate for the district to maintain competitive wage and salary systems. *E*

Serve as a member of the Workers Compensation/Americans with Disabilities Act (ADA) Committee, including conducting the interactive process with employees and supervisors to ensure compliance with the ADA. *E*

Direct and/or supervise assigned staff members, including selection, training and evaluation of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience and/or education equivalent to a bachelor's degree in human resources, public administration, business administration or related field and four years of recent, progressively responsible, directly related experience, including two years of supervisory or lead experience. In-depth knowledge of human resources practices and procedures, including classification, compensation, and recruitment is required.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Public personnel policies, practices, and procedures, including position classification, salary administration, recruitment, examination, discipline, collective bargaining, and workers compensation.

A wide variety of occupations, including the district's standard job classes.

Basic mathematics, including commonly used statistical applications.

Interpersonal skills using tact, patience and courtesy.

Critical federal and state laws governing human resource functions.

Modern office practices and procedures.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Train and evaluate the performance of assigned staff.

Learn and use technology associated with human resources functions.

Analyze and resolve managerial problems.

Establish and maintain cooperative and effective working relationships with others.

Prepare regular and special operational reports as assigned, and make presentations.

Meet schedules and time lines.

Analyze and resolve critical issues with significant organizational impact.

Understand the practical and legal aspects of human resource functions.

Calculate salary schedules.

Operate a microcomputer using standard software.

Communicate effectively orally and in writing.

Gather and analyze data.

Draw logical conclusions and make recommendations.

Perceive organizational implications of decisions and recommendations.

Participate effectively in conferences and interviews with the public and all levels of staff.

Establish and maintain effective working relationships with all levels of staff and the public.

Coordinate assignments and projects.

Train staff in best practices.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, fast paced work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6082

DA/BK