

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Personnel Operations Supervisor	<b>REPORTS TO:</b>	Director, Human Resources Operations
<b>DEPARTMENT:</b>	Human Resource Services Division	<b>CLASSIFICATION:</b>	Classified/Supervisory
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	037 AASD Supervisors'
<b>REVISED:</b>	November 9, 2000		

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**BASIC FUNCTION:**

Plan, coordinate and supervise the personnel assignment functions, employee processing, information services, and assigned clerical personnel of the Human Resource Services Division.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Assist with, or plan, coordinate, and supervise the activities of the personnel administration clerical section for assignment of classified and designated certificated employees, and employee processing. **E**

Interview, or assist with interviewing, clerical applicants for employment. **E**

Supervise the certification and assignment of classified personnel in designated job classes; train and evaluate performance of assigned clerical personnel in the Human Resource Services Division. **E**

Confer with the public, school principals, and central office managers regarding classified position vacancies and qualifications standards for clerical formula positions; explain personnel rules and procedures to the public, management, and all levels of staff. **E**

Counsel employees experiencing difficulties with job performance and confer with administrators and employee organization representatives to resolve personnel related problems. **E**

Serve as advisor and provide Human Resource Services Division liaison to school site managers regarding classified employment, routine and administrative transfers, staffing adjustments, classified substitutes, and visiting teachers. **E**

Schedule and attend meetings and chair or participate in ad hoc committees related to classified and certificated staffing assignments. **E**

Review employee records with employees as requested. **E**

Organize employment, salary, and other statistical or personnel data; calculate, analyze, and summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications to manual and computerized systems. **E**

Perform other duties reasonably related to the job class.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: high school graduation and supplemented by business training and six years of recent, progressively responsible personnel experience, four years of which must have included supervisory responsibility.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private automobile (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District personnel policies and procedures.  
Reading and writing English communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a networked desktop computer and other office equipment.  
Principles and practices of employment, management and effective supervision.

**ABILITY TO:**

Prepare reports and statistical summaries.  
Maintain effective working relationships with all levels of district staff, employee organizations, and the public.  
Read, interpret, apply and explain rules, regulations, policies, and procedures.  
Understand and follow oral and written directions.  
Work effectively with computer software and hardware.  
Provide training, appropriately supervise and evaluate personnel, and communicate effectively.  
Prioritize and schedule work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting 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.

6/98

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Job Code 7081

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