

Executive Director - Classified Personnel

A photograph of a classroom. A teacher wearing a white t-shirt and a face mask stands at the front of the room, gesturing with her right hand. She is positioned in front of a whiteboard that has a colorful alphabet banner above it. Several students are seated at long wooden desks, some wearing face masks. The room has large windows with blinds on the left side. The overall atmosphere is that of an active learning environment.

Berkeley
PUBLIC SCHOOLS
Berkeley Unified School District



■ ABOUT BERKELEY UNIFIED SCHOOL DISTRICT

Berkeley Unified School District (BUSD) is responsible for educating more than 9,400 students in 11 public elementary schools, 3 middle schools, one comprehensive high school, and an alternative high school. In addition, the district has 3 preschool facilities and an Adult School serving several thousand students each year. Since the founding of the University of California, Berkeley in 1868 and the establishment of Berkeley's first high school in 1879, Berkeley's community has been proud to be a leader in public education. In 1968, BUSD was the nation's first school district to desegregate without a court order. With a tradition of excellence rooted in a vibrant community, Berkeley Unified alumni have become national and international leaders in business, civic society, politics, academia, sports and the arts. Students and staff in Berkeley Unified come from a wide variety of ethnic and socioeconomic backgrounds, surrounded by one of the most intellectually and culturally rich regions in the United States.

■ THE CITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. The population is highly educated and ethnically, economically, socially and politically diverse. Berkeley is noted for its activism and community involvement.

Berkeley is a thriving creative environment, with more than 100 cultural arts organizations, including the Berkeley Art Museum & Pacific Film Archive, Berkeley Art Center, Berkeley Repertory Theatre, and Aurora Theatre Company, Berkeley is filled with world-class productions applauded by audiences and acclaimed by critics.

With the sparkling San Francisco Bay, exceptional weather in every season and its forested foothill terrain, Berkeley is also a must stop location for outdoor activities in the Bay Area. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation including Lake Anza in Tilden Park, the Botanical Garden at UC Berkeley with 34 acres of plants from all over the world, and the Adventure Playground, one of National Geographic's Top 10 playgrounds.

■ THE PERSONNEL COMMISSION

The Berkeley Unified School District Personnel Commission, established in 1943, is one of the oldest established personnel commissions in northern California. It is authorized by the Education Code and Merit System rules and regulations. A "merit system" of employment is like a civil service system. It only applies to the District's classified employees (those employees who are not required to maintain a teaching credential). The purpose of the merit system is to ensure that classified employees are selected, promoted and retained on the basis of merit and fitness without favoritism or bias.

The Personnel Commission is an independent body composed of three members and is an entity separate from the BUSD Human Resources Department. One commissioner is selected by the governing board, one commissioner is selected by the largest classified employee collective bargaining unit, and one commissioner is selected by the other two commissioners. Commissioners are appointed for a staggered three-year term. The term of one commissioner expires each year.

THE POSITION

Under the direction of the Personnel Commission, the Executive Director's role is to plan, organize, control and direct the classified personnel program consistent with the rules and regulations established by the Personnel Commission, the California Education Code, the Board of Education, federal and State laws, serve as secretary to the Personnel Commission; train, supervise and evaluate the performance of assigned personnel.

Essential Job Functions Include:

- » Plan, organize, control and direct the classified personnel program consistent with the rules and regulations established by the Personnel Commission, the California Education Code, the Board of Education, federal and State laws
- » Plan, organize, control and direct the classified personnel program; interpret, apply and assure compliance with Merit System rules and regulations, Education Code, collective bargaining agreements, and federal and State laws and policies; advise administration on interpretation and application of rules, regulations, policies and laws
- » Coordinate and authorize classified personnel actions for new hires, rehires, promotions, transfers, layoffs, terminations, leaves, new positions, provisional and limited term employment; administer layoffs and oversee the management of seniority and rehire lists
- » Oversee recruitment, testing, appointment and salary placement of employees; direct the development and administration of examinations, certify eligibility lists and other employment lists for appointment
- » Conduct and respond to administrative reviews regarding disputable matters related to working out of class, performance reviews, disciplinary letters, grievances, violations of Merit rules, and violations of employment laws or policies
- » Conduct the interactive process in determining reasonable accommodations for disabled or injured employees and assure the District is in compliance with applicable laws such as Americans with Disabilities Act (ADA)
- » Direct the administration of the classification and compensation plan; make recommendations to the Personnel Commission regarding reclassification and assignment analysis
- » Coordinate efforts with the District's Risk Management department in the areas of Workers' Compensation, return-to-work programs and disability; assure compliance with related laws, codes, regulations, policies and procedures
- » Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor performance evaluations according to established guidelines and procedures
- » Coordinate communications between administrators and classified personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution and employee relations
- » Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action; develop, manage and recommend new and revised rules to the Personnel Commission and the District's administrative team
- » Collaborate and work with the Human Resources Department in the provision of non-merit classified personnel related functions; ensure efficient processes and procedures between Personnel Commission services and Human Resources; serve as an advisor to Human Resources regarding merit rules and regulations
- » Plan, organize and implement long and short-term staff development programs, policies, procedures, administrative regulations and activities designed to enhance classified personnel programs and services
- » Serve as Secretary to the Personnel Commission; prepare agenda items, attend meetings and oversee the preparation of minutes; organize employee discipline hearings and act as advisor to the Commission
- » If requested, serve as a subject matter expert in merit rules and regulations to both District and classified employee representatives; may recommend or suggest solutions to classified employment problems or issues
- » Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to classified personnel and assigned activities; prepare and maintain records and reports related to assigned activities
- » Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare annual report for the Personnel Commission
- » Advise District and employee representatives on classified disciplinary procedures; may assist in the development of employee training programs to address employee performance deficiencies
- » Operate standard office equipment including copier, scanner, fax machine, telephone, laptop, computer and assigned software; drive a vehicle to conduct work
- » Attend and conduct a variety of meetings as assigned; participate in negotiations for classified bargaining units; prepare and deliver presentations



CHARACTERISTICS OF THE IDEAL CANDIDATE

- » Seven years of successful management of the human resource function at a public sector agency with a merit or civil service employment system.
- » Demonstrate exemplary fairness, trustworthiness, and honesty in dealings with others.
- » Knowledgeable of techniques and best practices for recruitment, selection, compensation, classification, and staffing.
- » Strong familiarity with the CA Education Code and related laws and regulations and legal foundations of public meetings.
- » Skilled problem solver who can create, revise, and implement programs and processes that will improve the efficiency and effectiveness of the services provided by the Personnel Commission.
- » Demonstrate empathetic listening and strong interpersonal skills
- » Possess a high level of emotional intelligence to develop cooperative and synergistic relationships among stakeholders.
- » Intellectually curious leader to inspire staff to grow professionally and to provide excellent service.
- » Natural collaborator to create a team environment and promote cohesive-ness toward the achievement of goals.

COMPENSATION & BENEFITS

The monthly salary range for this role is \$11,605 - \$14,098.

- » **Health plans:** BUSD provides for full coverage for employees and family in the area of medical and dental insurance.
- » **Retirement:** This position is covered by Social Security and shall be eligible for California Public Employees Retirement System (CalPERS), with joint employee and employer paid contributions. Current members of CalPERS working in other California state, county, city, and school districts can transfer retirement service credit to the District.
- » **Additional Benefits:** All employees are enrolled in an Employee Assistant Program (EAP). The District also offers various optional benefits including life insurance, short term disability, Vision Service Plan (VSP), and a medical and dependent care flexible spending option.
- » **Vacation** Classified (non-represented) Management, District employees shall accrue vacation as follows: Eighteen (18) working days per year.
- » **Holidays:** Annual employees receive seventeen (17) paid holidays per year: Independence Day, Labor Day, Veterans' Day, Thanksgiving Holiday (3 Days), Winter Board Holiday (3 Days), New Year's Holiday (2 Days), Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Spring Board Holiday, Malcolm X's Birthday, and Memorial Day. School Year employees may receive sixteen (16) paid holidays, including all of the above except Independence Day (4th of July).
- » **Professional Development** Classified employees may also participate in professional development activities to enhance their careers.





PHOTO: MARK COPLAN

FILING DEADLINE

Monday, May 24, 2021, 11:59 p.m.

Incomplete applications and faxed materials will not be considered. A completed application, including cover letter, resume and answers to supplemental questions must be submitted online at: <http://agency.governmentjobs.com/cspca/default.cfm>

CHARACTER INVESTIGATIONS

The District conducts a fingerprinting background check for all potential candidates for hire. All convictions must be declared and explained on the application; failure to do so will automatically disqualify the application. Tuberculosis tests must be completed and a negative result must be supplied prior to beginning work.