POSITION DESCRIPTION

TITLE: Classified Personnel Manager
LOCATION: Administrative Service Center
REPORTS TO: Executive Director Human Resources
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the supervision of the Executive Director of Human Resources, this position is directly responsible for the overall day-to-day administration, coordination, and evaluation of the classified personnel department. This person must be an enthusiastic, motivated professional with proven ability to manage multiple projects, expertise in establishing rapport and building trust with union leadership, and be highly-skilled at relationship building, consistency in decision making, and effective problem solving.

ESSENTIAL FUNCTIONS:
1. Plan, organize, and manage the day-to-day operations of the classified personnel department.
2. Participate in developing department goals, objectives, and systems.
3. Rewrite job descriptions as necessary, conduct annual salary surveys (when applicable), analyze compensation, monitor the performance evaluation program, and revise as necessary.
4. Coordinate all classified job posting requests and work with supervisors to screen and follow contract provisions when hiring.
5. Oversee new-employee orientations, and stay up to date on changes occurring with competencies.
7. Oversee S-275 state reporting process and district budgeting preparation for all classified staff.
8. Implement personnel policies and procedures effectively.
9. Communicate effectively with staff and general public in person, by telephone, via E-mail, and writing.
10. Establish procedures and maintain department records and reports, and monitor work for quality.
11. Evaluate reports, decisions, and results of department initiatives in relation to established goals.
12. Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
13. Ensure compliance with all federal, state, and local employment laws.
14. Ensure compliance with all collective bargaining agreements and district policy and procedures.
15. Participate in classified labor relations meetings, negotiations, and other hearings and or meetings.
16. Interpret and administer contracts pertaining to wages, grievances, employee welfare, union and management practices, etc.
17. Supervise all employees of the classified personnel department, and be responsible for the performance management within the department.
18. Responsible for training in the classified personnel office to ensure consistency in processes.
19. Responsible in assuring internal audits of personnel files are performed.
20. Identify issues and resolve problems in a timely and consistent manner.
21. Read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
### MENTAL DEMANDS REQUIRED:

- **Reading Documents (66-100%)**
- **Problem Solving (66-100%)**
- **Verbal Communication (66-100%)**
- **Confidentiality (66-100%)**
- **Customer Contact (66-100%)**
- **Reasoning (66-100%)**
- **Written Communication (33-66%)**
- **Multiple Concurrent Tasks (66-100%)**
- **Training (Up to 33%)**
- **Detail Work (66-100%)**
- **Math (33-66%)**
- **Constant interruptions (66-100%)**

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

- **(66-100%) = Continuously**
- **(33-66%) = Frequently**
- **(Up to 33%) = Occasionally**

### TOOLS AND EQUIPMENT NECESSARY:

IBM/PC (clone), 10-key calculator, telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

### MINIMUM QUALIFICATIONS:

The qualified candidate must demonstrate a successful level of leadership, and the knowledge, skills, and abilities listed below:

1. Minimum of seven years of progressive leadership experience in school district Human Resources, or hold a BA in a related field and at least five years of progressive leadership experience in school district Human Resources.
2. Supervisory experience in a school district human resources office preferred.
3. Involvement with appropriate human resources network or organizations preferred.
4. Experience with labor unions and negotiations.
5. Experience with discipline issues, grievances, and employment disputes.
6. Experience working with collective bargaining agreements, board policies/procedures, WACs and RCWs related to public employees.
7. Must have a thorough understanding of FLSA and FMLA regulations and requirements,
8. Knowledge of and experience with S-275 state reporting and annual budget preparation processes and procedures preferred.
9. Experience with Skyward and WESPaC Human Resources modules preferred.
10. Must be able to effectively read and interpret complex information.
11. Demonstrated ability to communicate effectively, using proper grammar, spelling, and punctuation both verbally and in writing.
12. Must possess strong interpersonal skills.
13. Must be adept at problem solving.
14. Demonstrated ability to maintain confidentiality of sensitive information.
15. Demonstrated ability to communicate effectively with staff and the general public.
16. Demonstrated ability to handle multiple priorities at one time.
17. Demonstrated organizational skills and a commitment to follow through.
18. Demonstrated ability to perform under conditions of constant interruption and deadline pressure.
19. Demonstrated ability to establish and maintain positive relationships with others as part of a team and employee coaching skills.
20. Experience in leading teams through change.
21. Must have strong ethics, be dependable, and show exceptional judgment.
22. Must have the ability to follow instructions, respond to management direction, and improve performance through management feedback.

**260-261 Days Per Year (Includes Holidays)**
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

Revised Date: 05/22/2017
Classification: Management/Confidential
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Display on Web? Yes

Classified Personnel Manager