



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED/CLASSIFIED MANAGEMENT

## LEAD PERSONNEL AGENT

### DEFINITION:

The Lead Personnel Agent is directly responsible for recommending qualified applicant for employment as well as, planning, organizing, and coordinating the recruitment, selection, assignment and evaluation of employees; responsible for wage and salary administration, employee relations, collective bargaining and employee discipline.

### ESSENTIAL DUTIES:

The specific duties and responsibilities of this position shall include, but are not limited to, the following:

- Coordinates and has the primary responsibility for the recommendations to the Superintendent for the recruitment, selection, training, assignment, transfer, promotion and termination of all personnel.
- In cooperation with all service areas, determines personnel staffing needs of the District.
- Supervises personnel functions related to certificated and classified personnel.
- Supervises certificated Induction Mentor staff, teachers in the PAR program, school site administrators, and service area support staff.
- Directs, manages, and evaluates the work of the clerical and technical staff of personnel.
- Interprets district policies, practices and procedures to administrators, teachers, certificated support staff, classified staff, and applicants.
- Serves as a resource person for information relative to the Education Code, employee agreements and legal regulations pertinent to personnel practices, staffing, assignments and enrollment projections.
- Develops personnel policy proposals and recommendations.
- Directs, or assists with, collective bargaining for all bargaining units.
- Conducts analysis for district and state reports, such as CBEDS, Administrator-Teacher Ratio, WASC, credential assignment report, staffing/enrollment report.
- Advises administrators, school site staff and District staff regarding various personnel policies and procedures, position control, and applicant database.
- Analyzes and implements new California Department of Education (CDE) changes required for classified and certificated personnel services.
- Participates in the development and implementation of District goals, objectives, policies and procedures.
- Trains and evaluates recruitment team members; acts as lead recruiter.
- Participates in the preparation and administration of the department budget and monitors the recruitment budget.
- Coordinates the District program of recruitment, selection, assignment, and evaluation of all personnel.
- Maintains current information regarding employment patterns within and outside the District.
- Plans and implements the teacher recruitment program.
- Administers portions of the Collective Bargaining Agreement.
- Assists in the resolution of complaints and discipline relating to all personnel in the district.
- Provides various workshops for potential employees at local colleges and universities as needed.
- Provides various orientations to new employees and substitutes and works cooperatively with the Induction Program regarding new teachers.
- Provides staff in-service programs as directed.
- Serves as a resource person for information relative to the Education Code, employee agreements and legal regulations pertinent to Personnel practices, staffing, assignments and enrollment projections.
- Attends Board of Education meetings as required and participates on District Committees as assigned.
- Prepares correspondence, reports and action plans.
- Stays current with the development of district curriculum, program evaluations, and accountability.
- Exhibits high level of effective communication skills: verbal and written.
- Supervises and evaluates the performance of staff in compliance with law.
- Performs other related functions as directed/assigned.

### EXPERIENCE AND EDUCATION:

#### EDUCATION:

- Bachelor's or Master's Degree from an accredited college or university.

#### EXPERIENCE:

- Five (5) years Administrative experience in a school district with three (3) years as a Principal for certificated agents.
- Five (5) years Administrative/Supervisory experience in a school district for classified agents; experience in recruitment/staffing preferred.

- Valid K-12 Administrative credential for certificated Agents.
- English Learner authorization or equivalent for certificated Agents.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

**PHYSICAL DEMANDS:**

**WORK AREA REQUIREMENTS:** Office area. Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

**PHYSICAL REQUIREMENTS:** The time requirements are listed considering this wording and meaning:

Occasionally/Low – up to 3 hours  
 Frequently/Medium – 3 to 6  
 Constantly/High – 6 to 8 hours plus

Stooping:	Occasionally	Kneeling:	Occasionally
Bending:	Occasionally	Sitting:	Occasionally
Lifting:	Occasionally	*Driving:	Occasionally
Reaching:	Occasionally	Walking:	Frequently
Handling:	Frequently	Push/Pull:	Occasionally
Grasping:	Frequently	Standing:	Occasionally
Fingering:	Frequently	Carrying:	Frequently

*\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.*

**FREQUENT MOTION:**

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Frequently	Reaching above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently		

**SENSORY REQUIREMENTS:**

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

**THIS JOB REQUIRES:**

Attention to detail:	Constantly
Alertness:	Constantly
Recall of names and dates:	Yes
The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees	

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat:	Occasionally	Odor:	Low
Noise:	Frequently	Humidity:	Low
Moisture:	Occasionally	Fluorescent lights:	Constantly
Working in close quarters with others:	Yes	Floor may be slippery at times:	Low
Working inside:	95% of the day	Working outside:	5% of the day

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	High	Level of responsibility:	High
Must keep up with schedule:	High	Flexible:	Yes
Able to work overtime as needed:	Every day		
Dealing with angry teachers, students and parents:	Occasionally		

**PHYSIOLOGIC FACTORS:**

Have a high level of consciousness:	High all day
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

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