

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-2470  
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## DIRECTOR OF PERSONNEL

### Appointment

1. The Director of Personnel is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Personnel is responsible to the Superintendent/President.

### Duties

The Director of Personnel is responsible for:

1. Developing and recommending personnel policies and programs to meet the needs of the district in conformance with district policy and Education Code.
2. Coordinating the recruitment, selection and orientation process of certificated and classified personnel.
3. Serving as District Affirmative Action Officer.
4. Directing the preparation, processing and filing of all personnel transaction documents, including salary placement.
5. Conducting organization, staffing, salary and classification studies.
6. Developing and administering classified employee in-service training programs.
7. Supervising all personnel records of classified and certificated employees.
8. Establishing and maintaining policies and procedures for classified employee's performance evaluations, job reclassifications, suspensions and terminations.
9. Consulting with and advising on personnel problems.
10. The preparation of applicable reports and correspondence.

11. The execution of certificated and classified employment contracts.
12. Faculty credentialing.
13. Employment insurance claims information and reports.
14. Obtaining and maintaining verification of required health reports for all employees.
15. Maintaining up-to-date board policies and job descriptions.
16. Preparation of district personnel directory.
17. Coordinating the personnel section of the Board agenda with the appropriate Vice Presidents and President.
18. Conferring with district administration on interpretation of district rules, regulations and policies, Education Code, and federal and state legislation and judicial decisions (including contract interpretation) affecting personnel.
19. The administration of Government Code Sections 11135-11139.5, AB 803.
20. Assuming other responsibilities as directed by the Superintendent/President.

Adopted ..... 3/1/65  
Revised..... 7/1/66  
                  12/14/76  
                  8/18/81