

## District Vision

Empowering All Children to Achieve Excellence.

### About the District

The Oxnard School District is situated along a beautiful stretch of Pacific coastline. Oxnard is a rare combination of relaxed seaside atmosphere and a thriving business environment. Oxnard is an international city, enjoying an ethnically diverse population about 213,000 residents. Comprised of eleven K-5 elementary schools, six K-8 schools, and three middle school academies, Oxnard School District is committed to preparing its students for the future and is dedicated to excellence in education. The District currently serves in excess of 16,500 students in kindergarten through eighth grades on a traditional school year calendar.

### What are we looking for in the Director, Classified Human Resources?

A Human Resources professional with a proven track record of excellence who is ready to lead the Oxnard School District Personnel Commission/Classified Human Resources by overseeing a variety of human resources functions, including recruitment, employment, classification and compensation, staff development, and appeal coordination.

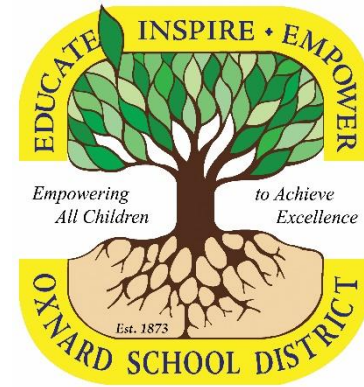
### What experience and expertise will be key to success?

- Knowledgeable in merit principles, practices, laws and trends in public HR administration
- Courtesy, savvy, and tact in communicating with stakeholders at every level
- Experience managing people and performance in an HR team setting
- Expert in modern recruiting, selection, classification, compensation, and training for public HR
- Effective in managing online systems, platforms and programs to optimize HR functions

### Mission of the Personnel Commission

To attract, hire, and retain the best qualified available employees who will assist the District to deliver and maintain a stellar educational program

## The Personnel Commission of the



announces an examination  
for  
Director, Classified Human Resources

**\$119,681 to \$142,190**  
(negotiable within the range pending on  
qualification and experience)

Application deadline:  
**Monday, December 28, 2020**  
**4:30pm**

An Equal Opportunity Employer

Posted: 11/16/2020

**Apply Online at:**

<https://agency.governmentjobs.com/oxnard/default.cfm>

Completed online application materials are due no later than **Monday, December 28, 2020, at 4:30 p.m.**

The selection process tentatively includes:

1. A competitive screening, by an Application Appraisal Panel, of the application materials provided by the applicant.
2. Interviews with a qualifications appraisal panel and a community advisory panel for those applicants demonstrating the best qualifications for the position, as determined by the Application Appraisal Panel.
3. Final Selection Interview with the Personnel Commission
4. Reference check and selection decision

The eligibility list created will be active for one year.

**Tentative starting date:** February 01, 2021.

**Minimum Qualifications:**

Graduation from a four-year college or university with a degree in industrial or organizational psychology, human resources management, public administration, psychology or a closely related field; and five years of increasingly responsible human resources management experience, including at least two years of which were in a supervisory capacity; or an equivalent combination of training and experience. A graduate degree in a related field of study may be substituted for two years of the required experience.

**Probationary Period:**

The probationary period for this classified management position is one year.

**Fingerprinting:**

State law requires that all employees be fingerprinted to check for or verify conviction records. All candidates with a record of conviction for offenses, other than minor traffic violations, must file with the Director, Classified Human Resources a conviction record statement. A record of conviction may not disqualify you from employment, but failure to list all convictions may result in disqualification or dismissal.

- ❖ Travel - Any travel performed in connection with the examination is at the expense of the candidate. Reimbursement of expenses is not provided by the Oxnard School District.
- ❖ Affirmative Action - The Oxnard School District is committed to providing equal employment opportunities for all persons and is an Affirmative Action Employer.
- ❖ Salary, Benefits, and Work Year - Fringe benefits include 15 paid holidays, a minimum of 22 vacation days and partially paid insurance benefits which include hospital, health, dental, vision and life insurance. The work year is 261 days.

**The Position**

Under general direction from the Personnel Commission, plans, organizes, directs and implements comprehensive District-wide human resources management programs for classified personnel, including employee recruitment and selection, employee assignment, classification, compensation, performance appraisal; coordination of employee appeal adjudication and other Merit System services, as required in conformance with relevant sections of the State of California Education Code; plans, develops and implements staff training and development programs for the District's classified employees; provides expert professional assistance and guidance to District administration on human resource and Merit System matters; and performs related duties as assigned.

**Mentoring Support is Available for the New Director:**

To enhance the success of this new director, the Personnel Commission of Oxnard School District has arranged with an experienced, service-oriented HR consultant who will provide initial one-to-one mentoring guidance to assist her/him in leading the classified HR services.

Questions

Please contact Dr. TR Lin, Interim Director, Classified HR, Personnel Commission, Oxnard School District, [tlin@oxnardsd.org](mailto:tlin@oxnardsd.org) 805-385-1501 extension 2071.