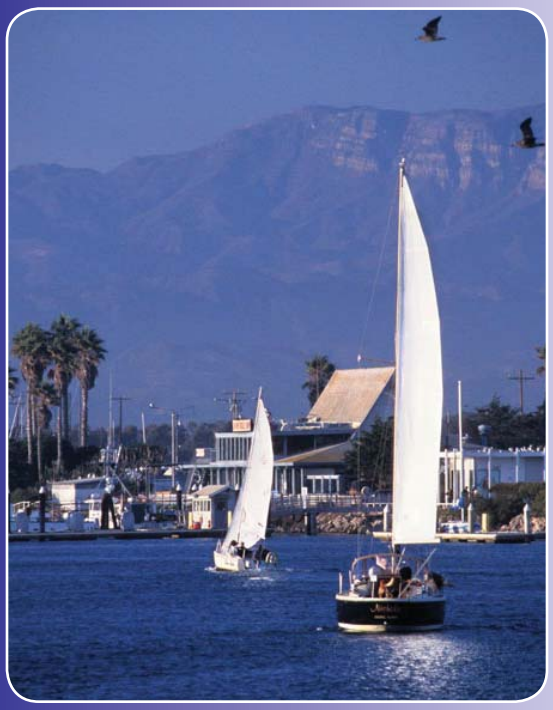
Oxnard School District

The Oxnard School District is seeking an experienced, progressive and resourceful human resources professional to become the District's

Director, Classified Human Resources

District's Mission

The mission of the Oxnard School District, a partnership of families, community and educator which celebrates our cultural diversity, is to guarantee that all students will be academically competitive, successful lifelong learners and productive ethical citizens, by providing a safe, nurturing, success-oriented learning environment which implements a curriculum that aligns standards, instruction and assessment while fostering self-esteem and mutual respect.



The Community

Oxnard is located on the "Gold Coast" of sunny California, halfway between Los Angeles and Santa Barbara and is known as the gateway to the Channel Islands. The setting is unsurpassed in a valley between the mountains and the sea. Named for the Oxnard brothers who began an agricultural community by opening a sugar beet factory, today Oxnard is a thriving center of commerce, tourism and industry in Ventura County.

Oxnard is the largest city in Ventura County with its population approaching 200,000 residents. As with many California communities, Oxnard's population is diverse. The 2000 Census identified the following breakdown in population: Hispanic – 66%; Caucasian – 21%; Asian – 8%; and African American – 4%. New homes are planned in the next several years to accommodate the richly diverse and growing population.

Oxnard offers a balanced blend of agriculture, clean industry, progressive city services, and a variety of recreational opportunities. A wide choice of cultural events, major league sports, and top entertainment is within a short commute.

The District

The Oxnard School District serves one of California's fastest growing areas. The K-8 District operates 20 elementary, junior high, special education, and opportunity schools with a current enrollment of approximately 15,000 students and employs 723 teachers and 552 classified support staff. In November 2006, voters passed a $64 million bond issue to finance the construction to house the growing student body. The District is also receiving State modernization funds.

The Department

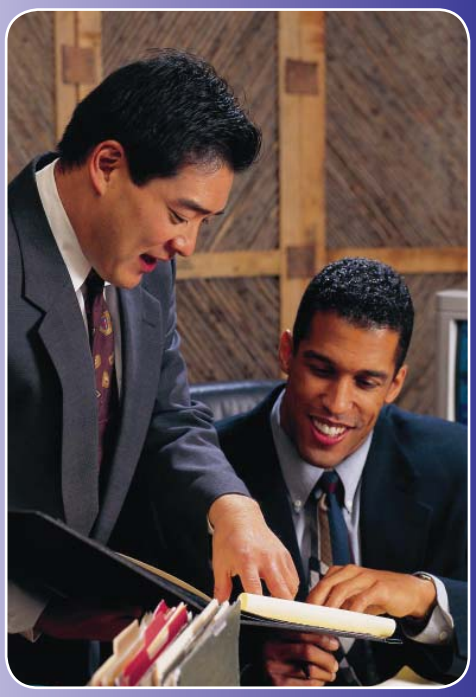
The Classified Human Resources Department delivers comprehensive District-wide human resources management programs for classified personnel, including employee recruitment and selection, employee assignment, job classification, compensation, performance appraisal, coordination of employee appeal adjudication, and other Merit System services as required by the State of California Education Code.

The Position

The *Director, Classified Human Resources* is appointed by and receives general direction from a three member Personnel Commission. As a key member of the District's management team, the Director works very closely with and provides technical advice and assistance to the Board of Trustees, the Superintendent, members of the Superintendent's cabinet, other District employees, and employee representatives.

Responsibilities

The *Director, Classified Human Resources* has primary responsibility for providing leadership, management, and direction to Department staff; building a strong, knowledgeable, customer focused human resources team; preparing and administering the Department's annual budget that supports the Commission/Department's plans, programs, and priorities; developing short and long range plans and strategies for attainment of the District's educational mission; ensuring alignment of the Commission/Department's plans with the District's mission; establishing performance goals and objectives for classifying, recruiting, testing, selecting, compensating, developing, motivating and retaining classified employees; and ensuring compliance with all applicable Federal and State employment law and guidelines and Personnel Commission Rules. In addition, the Director serves as Secretary to the Personnel Commission and is responsible for the preparation and dissemination of Commission minutes, agenda, records and other documents; providing policy guidance and advice to the Commission; conferring with District administrators, managers, employees and employee representatives on Commission Rules and Merit System principles; serving as a non-biased resource in the District's classified employee contract negotiation process and collective bargaining agreement implementation; and arranging for Commission hearings on disciplinary appeals and the investigation of complaints and concerns, including examination appeals and appeals of medical employment disqualifications; and directs research and analysis of human resources needs and monitors best practices, trends and developments.



Qualifications

Candidates must have a Bachelor's degree from an accredited four year college or university with a major in Industrial or Organizational Psychology, Human Resources Management, Public Administration, Psychology or a related field and five years of progressively responsible human resources management experience, including at least two years in a supervisory capacity; or an equivalent combination of training and experience. A graduate degree in a related field may be substituted for two years of required experience. A professional certification from IPMA-HR or SHRM is highly desirable.

The ideal candidate will work well in a flexible environment and be known as a person who encourages teamwork, participation, and employee empowerment. He/She will be knowledgeable of and able to explain merit system principles and practices; able to use tact and diplomacy in dealing with sensitive situations; customer service oriented, open to input and able to listen; willing to promote and implement innovative efforts; and able to establish and maintain effective working relations with a wide variety of individuals and groups.

Personal Characteristics

In addition to the qualifications described above, the *Director, Classified Human Resources* should be:

- A Strategic Thinker
- A Team Player
- A Proven Leader
- Ethical
- A Creative Problem Solver
- A Consensus Builder
- A Self-Starter
- Energetic
- A Good Communicator
- Flexible & Approachable
- Responsive
- Self-Confident
- Decisive
- Action Oriented

Salary & Benefits

The annual salary range, which is currently under review for this position, is $113,000. The District also provides excellent fringe benefits including 15 paid holidays, 22 vacation days, and hospital, health, dental, vision and life insurance.

Equal Opportunity

The Oxnard School District is an Equal Opportunity Employer. The District considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The District seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

The Oxnard School District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

Application Process

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
AA/EOE
www.rjamanagement.com

All application materials must be received by
Friday, June 22, 2007

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. The District will determine which candidates to invite to participate in the formal interview process. Selection of the *Director, Classified Human Resources* will follow shortly thereafter.

Additional Information

Additional information about the Oxnard School District can be obtained on the District's website:

www.oxnardsd.org