

Administrative Regulation

Personnel Director

A. General Duties

The personnel director shall perform all of the duties and carry out all of the functions imposed upon him/her by law and these regulations. He/she shall act as secretary to the Personnel Commission and shall issue and receive all notifications on its behalf. He/she shall direct and supervise the staff and conduct administrative transactions consistent with the law and necessary to the proper functioning of the Personnel Commission and his/her office.

B. Interpretation of Regulations

In cases where two or more regulations appear to be in conflict, or when no regulation provides a clear-cut answer to a problem, the matter shall be referred to the personnel director who shall:

1. When the regulations in question are within only the authority of the Commission, decide the matter, subject to appeal to the Commission.
2. When the regulation in question falls within only the authority of the Governing Board, refer the matter to the superintendent of schools for resolution.
3. When it is difficult to define the division between Commission and Board authority regarding the regulation in question, decide the matter jointly with the superintendent or the designated representative.

Ref: EC Sections 45261, 45264, 45266

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