

Personnel – Series 4000

4400 The Merit System

4420 The Personnel Commission

4424 Commission Employees

**4424.2 General Duties of the Director**

- A. The Director shall perform all of the duties and carry out all of the functions imposed upon him/her by law and these rules. S/he shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. S/he shall direct and supervise the employees of the Commission and conduct administrative transactions necessary to the proper functioning of the Office and staff of the Commission consistent with the law, rules, and the negotiated agreement with the exclusive bargaining unit for the classified service.
- B. The Director shall conduct classification, salary and rules studies and shall conduct any necessary investigations as directed by the Commission or as s/he deems necessary to fulfill his/her responsibilities.
- C. In cases where two or more rules appear to be in conflict or when no rule provides a definitive answer to a problem, the matter shall be decided by the Director, subject to appeal to the Commission.

Reference:

Education Code Sections 45260-45261, 45264-45266

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