

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

DEFINITION:

Under the direction of the Superintendent, the Assistant Superintendent of Human Resources develops and is responsible for the leadership, management and coordination of all human resource functions and programs including recruitment, hiring, evaluation, classification, discipline, salaries, leaves, workers compensation and employer/employee relations. He/she serves as the Chief Negotiator for the District.

DIRECTLY RESPONSIBLE TO:

Superintendent

SUPERVISION OVER:

Director of Human Resources, Human Resources Department

QUALIFICATIONS:

Education: Any combination of education, training and experience equivalent to an advanced degree from an accredited college or university with an emphasis in personnel administration or increasingly responsible experience in educational administration and/or employer-employee relations.

Experience: A minimum of five (5) years of recent school administration experience.

Certifications: Possession of a valid California Clear Administrative Services Credential.
Possession of a valid California Driver's License.

Knowledge of: Knowledge of and skill in interpreting applicable federal and state laws, and developing district policies and procedures; knowledge of current principles and methods of public school personnel management, comprehensive knowledge of school personnel law, and school district organization; comprehensive knowledge of selection, transfer, reassignment, promotion, evaluation, demotion and dismissal of personnel, as well as EEO-affirmative action concepts, laws and procedures.

Ability to: Plan, organize, coordinate and direct a variety of complex technical operations ; collect, interpret, and analyze complex technical data, as well as identify potential problems, evaluate alternative solutions, and prepare sound recommendations; make difficult decisions, establish and maintain effective working relationships with others; express oneself clearly and concisely, both orally and in writing.

DISTINGUISHING CHARACTERISTICS:

This one position class is characterized by a high degree of ability to speak and write effectively and to establish and maintain an effective, cooperative and fair relationship with applicants, employees, district departments, and the general public. The incumbent in this position is required to exercise a high degree of judgment, discretion and initiative and must have a broad knowledge of the policies, procedures and operations of the Human Resources office and the school district. She/he must be able to apply this knowledge in the performance of complex tasks, and to relate this information to the various stakeholders.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**General**

- Serves as a member of the Superintendent's Cabinet and Executive Council.
- Attends all board of education meetings representing the human resources department.
- Provides direction for all personnel programs within policies of the Board of Education in accordance with State statutes and regulations.
- Provides all management personnel with direction and assistance regarding all personnel actions, assignments, transfers, reassignments, promotions, disciplinary actions, and salary placement.
- Prepares and submits reports and makes presentations as required by the Superintendent and interprets as needed to the Board and community, the District's human resources goals and objectives.
- Assists in the general planning, organization, and management of the District.
- Maintains communication with local, state and national agencies relative to recruitment, personnel management, and employee/employer relations.
- Develops, controls and manages the budget for the Human Resources department.
- Serves as the District Affirmative Action Employment Officer, Title IX Coordinator, and ADA compliance officer.
- Directs and manages worker's compensation program.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Responsible for the development and maintenance of current job descriptions for all position classifications.
- Keeps informed on laws and regulations regarding certification and licensing of certificated personnel and specific classified positions.

Employee Evaluation

- Supervises and evaluates the Human Resources staff.
- Develops the program of personnel evaluation covering all employees in the district.

Law, Policy, Regulation, Procedures

- Supervises the development and revisions of procedure manuals in all aspects of human resources service.
- Assumes responsibility for the development, administration, and revision of written policies affecting the employment provisions of district personnel.
- Writes and communicates directives advising administration and managers of district policy regarding equal employment opportunities, compensation, and employment benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.

Hiring

- Assures accurate and timely position control management and staffing practices in conjunction with the Business Services Department.
- Provides support and assistance in human resources matters, including technical advice and assistance, with site principals and management staff.
- Directs and coordinates the recruitment, interviewing, placement, evaluations, and promotion programs and procedures of the District.
- Supervises preparation of employment contracts for certificated, classified and management personnel.
- Analyzes wage and salary reports and data to determine competitive compensation and health benefit programs.
- Prepares personnel forecast to project employment needs.

Employee Discipline

- Coordinates and implements employee discipline and dismissal actions.
- Serves as an authorized representative of the board for purposes of serving certificated 45-day notice of unprofessional conduct and 90-day notice of unsatisfactory performance

Employer/Employee Relations

- Serves as a member of the District's negotiating teams, acting as Chief Negotiator on the district's behalf in the collective bargaining process for all bargaining units.
- Studies legislation, arbitration decisions and collective bargaining contracts to assess trends.
- Provides direction and assistance to site and district managers regarding the application of Collective Bargaining Agreement language and the handling of grievances.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the essential functions of this job.

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Sufficient physical mobility to move about the district and drive a car.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.
- Sufficient physical, mental, and emotional stamina to endure long hours and sometimes stressful conditions.+

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff, students, and the public.