



<b>POSITION</b>	<b>ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES</b>	<b>DEPARTMENT</b>	Human Resources
<b>DIRECT REPORT</b>	<b>SUPERINTENDENT</b>	<b>APPROVAL/REVISION DATE</b>	
<b>CLASSIFICATION</b>	<b>Certificated</b>	<b>Pay Type / Rate</b>	Salary (contract) Appropriate placement on the Assistant Superintendent Salary Schedule

Primary Function
<p>Under the direction of the Superintendent, plan, organize, control, and direct the operations and services of the district's certificated and classified human resources operations, activities, and services; develop, implement, administer, and interpret policies, systems, processes, and programs; direct and maintain the district's negotiations, labor relations and contract management including processing grievances; serve as a resource to schools, divisions, and departments; maintain staffing to ensure that certificated and classified personnel functions conform to district, State and federal requirements; serve as a member of the Superintendent's cabinet; train, supervise and evaluate the performance of assigned personnel.</p>

Areas of Responsibility
<ul style="list-style-type: none"> <li>● Plan, organize, control, and direct the operations and services of the district's certificated and classified Human Resources operations, activities, and services; assure the proper delivery of human resources services, including recruitment and selection, employee-employer relations, classification and compensation, staff development and required training, employee records management, credentials and certification, classified and certificated substitute services, contract administration, workers compensation program support, and other human resources services; develop, implement, administer and interpret policies, systems, processes, and programs.</li> <li>● Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the board.</li> <li>● Oversee the evaluation process; review evaluations to assure compliance with established standards and requirements; monitor and control personnel allocations for the District; coordinate employee placement, assignments, transfers, promotions, and terminations as directed.</li> </ul>

- Plan, organize, oversee, and direct the review, evaluation, and processing of applications and other documents to assure certificated personnel hold valid and proper credentials; serve as liaison between the County Credentials Office and District staff.
- Direct hiring practices, employment contracts, recruitment, selection, and retention of certificated and classified personnel; participate in interview panels for the employment of administrators.
- Provide specialized information to current and/or potential employees regarding the employment process, testing, interviewing, and hiring under District rules and regulations.
- Serve as a representative for labor negotiations and contract management; plan and facilitate negotiation sessions; interpret and evaluate contract language; assure contracts comply with bargaining agreements.
- Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign work activities and responsibilities to assigned personnel; review and evaluate department effectiveness and productivity.
- Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in formulating and developing policies, procedures, and programs.
- Oversee and monitor other human resources activities and operations, including worker's compensation documentation, unemployment issues, and position control for staff positions at school sites.
- Direct the preparation and maintenance of various narrative and statistical reports, records, and files related to personnel and assigned activities.
- Develop and prepare the annual preliminary budget for the Human Resources Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Direct the modification of programs, functions, and procedures to assure compliance with local, state, and federal requirements as appropriate.
- Communicate with other administrators, personnel, attorneys, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; respond to and resolve sensitive and complex department inquiries, issues, and complaints.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested; review and present Board items affecting human resources services; update the Board in closed sessions regarding employees and other human resources matters.

- Serve as the district's compliance officer; investigate formal complaints and grievances; travel to District sites to conduct interviews.
- Attend and conduct various meetings and training as assigned; attend state and regional conferences and workshops to maintain current knowledge of laws, codes, regulations, and pending legislation related to human resources activities.
- Supervise and evaluate the Student Support Director and the Pupil Services Department.
- Supervise and evaluate the Health Services Department.
- Performs other related duties and responsibilities as assigned by the Superintendent.

### Qualification Guides

- Three years of administrative experience in school Human Resources; related Human Resources management experience may be substituted.
- Understanding of the principles, practices, and techniques of Human Resources management
- Sound approaches to problem solving.
- Ability to plan, organize, and direct the overall activities and operations of the Human Resources department.
- Understanding of the applicable sections of the State Education Code and other applicable laws.
- Posses good human relations skills to conduct complex labor negotiations.
- Knowledge of principles, practices, methods, and terminology used in the District's Human Resources program administration.

### Knowledge of:

- Professional and legal methods of recruitment and selection, staff development, employee relations, and classification and compensation.
- Principles, practices, guidelines, and strategies of collective bargaining and labor relations.
- Bargaining unit contracts, contract negotiation, and salary schedules.
- Principles and practices of administration, supervision, and training.
- Budget preparation and control.

### Ability To:

- Establish and maintain effective working relationships with staff and the school community.
- Speak clearly and concisely both in oral and written communication, consistent with the duties of this position.
- Use interpersonal skills using tact, patience and courtesy.
- Plan, organize, and direct the work of others.
- Effectively prepare written and oral reports.
- Formulate and develop Human Resources systems, policies, standards, and procedures in compliance with federal, State, and local laws, rules, and regulations.
- Interpret and administer statutes, regulations, and policies.
- Perform duties in full compliance with all Board and Superintendent expectations, district requirements, and Board policies.
- Operate a computer and assigned software.
- Navigate the Google Suite of tools and applications.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.

### **Education and Experience**

- Master's Degree in Educational Administration, Organizational Management, Human Resources, or other related field.
- Prior administrative or supervisory experience.
- Highly Desirable: Attended ACSA's Personnel Administrators Academy
- Highly Desirable: Doctorate with a strong emphasis in Human Resources related field.
- Valid California Class C driver's license.

### **Work Environment**

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Evening or variable work hours.
- A fast-paced work environment with changing priorities.

### **Physical Demands:**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

### **Potential Hazards**

- Contact with dissatisfied and abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.