

## **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and direct the District's human resources system including classified and certificated employees and programs; assure compliance with applicable District rules and policies, State and federal laws, and codes and regulations; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Serve as a member of the superintendent's Executive Cabinet and management team.

Plan, organize, control, and administer the District's human resources services and programs including recruitment, selection, and retention of certificated and classified personnel; participate on interview panels for employment of Administrators; post jobs and visit universities and colleges.

Attend Board meetings and participate in deliberations on various matters relating to human resources, negotiations and legal issues.

Serve as one of the Superintendent's primary liaisons to school sites in the District; serve as District liaison to local agencies, including cities and counties.

Assure that Board and District policies, State and federal laws, and collective bargaining agreements are correctly and fairly administered; develop policies and administrative regulations.

Conduct hearings and administer grievances, disciplinary measures, and other human resources actions; serve as mediator for employees.

Participate in the collective bargaining process for certificated and classified associations; provide technical expertise to others as needed; implement and monitor collective bargaining contracts.

Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested by the Superintendent; review and present Board items affecting human resources services; update the Board in closed sessions regarding employees and other human resources matters.

Prepare and administer the certificated and classified salary budgets in accordance with District policies and principles of sound fiscal management.

Provide for development of job descriptions; conduct job analyses, gather data and document findings.

Direct the maintenance of comprehensive human resources records and other files related to classified and certificated human resources; complete State and federal forms; process a variety of documents including grievances, personnel action forms, conference attendance, mediations, and others according to established procedures.

Conduct investigations of sexual harassment complaints and other employee complaints; travel to

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District sites to conduct investigations.

Provide administrative leadership in the development and/or revision of human resources policies, regulations, and procedures.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

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.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Education, labor, Health/Disability and other laws, codes, rules and regulations related to classified and certificated human resources.

Credentialing and negotiations processes.

PERB decisions.

Board policies.

Public speaking techniques.

Bargaining Unit contracts and negotiation techniques.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

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Operation of a computer and assigned software.

### **ABILITY TO:**

Administer, plan, coordinate and supervise the District's human resources system including classified and certificated employees and programs.

Assure compliance with applicable District rules and policies, and State and federal laws, codes and regulations.

Monitor Affirmative Action program.

Hear and resolve employee grievances and complaints and take appropriate course of action.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

### **EDUCATION AND EXPERIENCE:**

#### **Professional**

*Required:* Master's Degree in education, public administration, human resources or related field. Seven years increasingly responsible professional experience, including three years of school district management experience.

#### **Personal**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### **CREDENTIAL**

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

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### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

#### HAZARDS:

Exposure to dissatisfied or abusive individuals.