



**CERTIFICATED
Job Class Description**

Equal Employment
Opportunity

ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

DEPARTMENT/SITE: PERSONNEL SERVICES

SALARY SCHEDULE: Management (Group 02)

LEVEL: Range 01

WORK YEAR: 12 Months

REPORTS TO: SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: 05/20/2021

JOB GOAL/PURPOSE:

The Assistant Superintendent, Personnel Services provides leadership in the development, operation and coordination of the District's Personnel Services Department as an effective part in the education process.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent, Personnel Services is a member of the Superintendent's cabinet and leadership team; the class is responsible for the vision, planning, implementation, operation and reliability of major core District support programs.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Develop, implement and evaluate a comprehensive Personnel Services program, including recruitment, selection, and assignment of certificated, classified, confidential, supervisory and management personnel; credential audits, job classification studies, wage and salary administration, employee/employer relations, and evaluation systems
- Identify and analyze problems and propose plausible solutions
- Make decisions and be responsible for those decisions
- Communicate effectively, both orally and in writing, with staff, students, parents and district administration
- Schedule, supervise and evaluate the work of others
- Develop and implement an employee recognition program
- Provide direction to certificated, classified, confidential, supervisory, and management personnel including discipline, evaluation, work hours; etc.
- Develop and implement structures and systems specific to workers' compensation claims, reasonable accommodations, complaints and investigations
- Provide direction for management regarding employee discipline, evaluation, complaints, reasonable accommodations, and investigations
- Serve as the District's Uniform Complaint Officer per Board Policy and Administrative Regulation 1312.3
- Update Human Resource policies and procedures and administrative regulations ensuring compliance with state and federal laws and regulations and collective bargaining agreements

- Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all human resource systems are continuously aligned and improved
- Present to the Board of Trustees, Superintendent, district leadership, and staff regarding human resource activities
- Serve as Chief Negotiator for the District with responsibility for the overall negotiation of employer/employee contracts under direction of the Superintendent and Board of Trustees
- Represent the District at numerous compliance agency hearings, including but not limited to judicial proceedings with the Public Employee Relations Board (PERB), Department of Fair Employment and Housing (DFEH), and Equal Employment Opportunity Commission (EEOC)
- Identify legal requirements and government reporting regulations affecting human resource functions such as Occupational Safety and Health Administration (OSHA), Fair Labor Standards Act (FLSA), and the Americans with Disabilities Act (ADA), monitor exposure of the district with regard to noncompliance, direct the preparation of information requested or required for compliance, and approve all information submitted
- Support Instructional Services with coordinating and directing professional learning for all certificated and classified employees to support student learning
- Coordinate and direct professional learning ensuring compliance with all state and federal laws and regulations (mandated reporting, sexual harassment, bloodborne pathogens, etc.)
- Serve as an advisor to the Superintendent on matters related to Personnel Services
- Provide support to the Superintendent with one-time, long-term, or ongoing special projects as needed
- Serve as the Superintendent's designee in matters regarding employee-related legal matters, employee complaints, conflict resolution, grievance and disciplinary actions
- Develop a sound departmental fiscal management system to ensure resources are aligned to the District's goals and objectives
- Perform other duties as assigned

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- District policies and administrative regulations
- Collective Bargaining Agreements
- Effective Human Resource Management strategies, techniques and approaches
- California School and Government codes
- Human Resource forecasting
- Effective managerial skills as they relate to school administration
- Principles of organization
- Management systems analysis
- Budgeting, staff development and communications
- Exemplary Communications Skills

Ability to:

- Provide leadership and direction to areas of responsibility
- Establish and maintain effective human resource systems, structures, controls and records
- Anticipate courses of action and to make clear recommendations to the Superintendent and Board based on sound educational and fiscal considerations
- Plan, organize, and direct the work of department personnel
- Analyze problems and prepare clear, concise written and oral reports

- Establish and maintain positive working relationships with other administrators, school site personnel, and other District departments
- Identify and analyze problems and propose plausible solutions
- Effectively communicate orally and in writing to a variety of audiences
- Operate hardware and software programs (Word, Excel, PowerPoint, Google Docs, etc.)
- Make timely decisions and be responsible for those decisions
- Utilize strong organizational and people skills
- Schedule, supervise and evaluate the work of others

EDUCATION REQUIRED:

Master's Degree with emphasis in educational administration or equivalent

Valid Administrative credentials are required

Training or coursework in Human Resources administration preferred

EXPERIENCE REQUIRED:

Leadership experience (School Principal position preferred)

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors in an office environment or a school site, and occasionally requires sitting for extended periods
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Lifts objects such as boxes containing documents and weighing up to 35 pounds
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites
- Walking in order to access all areas of District facilities/sites
- Exposure to intermittent noise and interruptions typical of an office or school environment