

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Associate Superintendent for Human Resources

**DEPARTMENT/DIVISION:** Human Resources

### **POSITION SUMMARY:**

The Associate Superintendent for Human Resources shall serve as the chief line officer for all areas of personnel services. Under the direction of the Superintendent, the Associate Superintendent for Human Resources provides leadership and supervision for the District program for personnel administration for all District staff.

### **ESSENTIAL FUNCTIONS:**

1. Plans, organizes, directs and coordinates the District program for personnel administration for all District staff.
2. Assesses, develops and maintains programs and services, which support positive District climate and collaboration of employees.
3. Responsible for the organization and implementation of the District staff recruitment program.
4. Responsible for the development and maintenance of personnel files of qualified teacher candidates from which administrator and/or supervisors may select for recommendation.
5. Plans and supervises the recruitment, selection and recommends assignment of staff consistent with the District's budget and staffing plans.
6. Recommends original assignments and processes any requests for transfer among the schools.
7. Develops and maintains all personnel records for certificated and classified staff in relation to salary placement, evaluation reports, recommendations, transcripts and contracts.
8. Develops, maintains, supervises, coordinates, and up-dates personnel policies for the District within the scope of collective bargaining, including those policies and procedures evolving from negotiations.
9. Supervises and coordinates the hiring of all substitutes and develops a substitute handbook.
10. Coordinates the placement of student teachers and observers from the various teacher-training institutions.
11. Consults with administrators in regards to any personnel problems.
12. Plans and supervises the program for employee performance evaluation.
13. Processes all resignations, retirements and leaves.
14. Acts as liaison staff member on personnel matters between the Superintendent and bargaining units, and organizes, directs, and implements employee relations program for the District.
15. Serves as the chairperson of the District's negotiating team(s).
16. Holds regular meetings with TEA and CSEA representatives to resolve problems and keep communication channels open.
17. Works closely with the Superintendent in all Board meetings representing personnel.
18. Serves as the District Title IX Officer.
19. Prepares as directed certain reports and information for the Superintendent, Board of Trustees, and various state and federal agencies.
20. Participates directly in formulating and implementing District policies.
21. Provides counseling to employees on personnel matters, which cannot be effectively resolved by members of the staff.
22. Interprets and applies laws, rules, and District policy relating to personnel administration.

23. Serves as the compliance officer for implementing the District's discrimination/harassment policy regarding employees.
24. Processes and investigates formal complaints from the public regarding District personnel.
25. Confers with representative of employee organizations and District officials concerned with personnel matters.
26. Works with the Director of Technology to develop and maintain an electronic document imaging system for the Human Resources department.
27. Supervises and conducts performance evaluations for Human Resources personnel.
28. Assists the Associate Superintendent for Business in preparation of long range planning for school facilities development.
29. Maintains regular and prompt attendance in the workplace.
30. Performs other related duties as assigned by the Superintendent.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Successful experience as a school or district administrator with experience in developing and implementing personnel services programs is required. Must have, or be able to obtain, a valid California Administrative Services Credential. Must possess or be able to obtain a Masters Degree, Doctorate preferred.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of current trends in education and demonstrated ability to manage educational institutions.
2. Ability to coordinate the effective administration of the Human Resources Department.
3. Knowledge of California Education Code, administrative regulations and board policies, and relevant federal, state and local regulations as related to the District.
4. Ability to communicate effectively in large groups and individually, and to facilitate group decisions.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff, parents and the public. In addition, the Associate Superintendent for Human Resources must perform duties and responsibilities that occur outside school buildings and facilities and at other District related activities and events.

**SALARY:** Leadership Management, Range 63

**DAYS OF SERVICE:** 225

Revised:

TUSD: 3/27/2001  
TUSD 4/22/2008  
TUSD: 6/24/2008  
TUSD: 8/26/2014  
TUSD: 3/24/2020