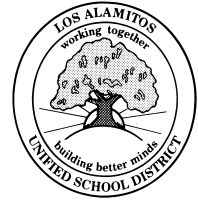


# Job Description

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Job Title: ASSISTANT SUPERINTENDENT, Human Resources and Director of Classified Personnel

- A. Primary Function: Serves in the administration of all human resources services, labor relations, employee benefits and school law for both certificated and classified employees and performs Merit System Personnel management activities for the District.
- B. Directly Responsible To: Superintendent and/or Personnel Commission
- C. Assigned Responsibilities:
1. Serves as Director of Classified Personnel under the direction of the Personnel Commission.
  2. Operates and manages all certificated and classified personnel duties
  3. Responsible for conducting Merit System operations for all classified employees provided under State Code
  4. Serves as chief negotiator for certificated and classified negotiations
  5. Manages salary placement, fringe benefits and personnel policies
  6. Prepares personnel policy recommendations
  7. Acts as secretary and staff advisor to the Personnel Commission meetings, and composes agenda and minutes
  8. Oversees retirement programs
  9. Chairs school district's health benefit committee
  10. Administers interdistrict and intradistrict transfer of students
  11. Creates student enrollment projections
  12. Operates and manages human resources needs assessment program
  13. Directs human resources appraisal program
  14. Maintains records on staff needs, resignations, and reassignment
  15. Coordinates records such as transcripts, credentials, and Statements of Intent
  16. Coordinates credential applications, renewals, processing procedures, and changes in credentialing program
  17. Maintains certificated and classified job description file and job vacancy notice file
  18. Manages and conducts position classification audits, periodic salary surveys and prepares recommendations
  19. Oversees appeal and grievance procedures
  20. Acts as liaison with organized labor representatives, and meets and counsels with individual employees and supervisors regarding requests, questions, and grievances
  21. Maintains and coordinates district personnel files and permanent records
  22. Maintains liaison with personnel professional organizations
  23. Manages and coordinates student teaching program

24. Manages and coordinates substitute teacher program and handbook, coordinates substitute assignments, and maintains program to upgrade substitute services by defining needs and procedures for obtaining substitute service
25. Works with principals in refinement of the supervision of instruction
26. Provides inservice programs for principals relating to the evaluation process, contract management, and school law
27. Administers payroll processing for all certificated and classified employees
28. Coordinates home teaching program
29. Serves as the District Affirmative Action Officer to administer the Affirmative Action Program
30. Maintains enrollment, housing, attendance and boundary assessment information, and planning systems
31. Attends county human resources administrative meetings
32. Serves as the district's public information officer and coordinates news releases with the media
33. Performs other duties as assigned by the Superintendent and/or Personnel Commission

D. Minimum Qualifications:

1. Credential: Standard Supervision with Elementary or Secondary Teaching Credential; Ryan or General Administrative Credential
2. Education: Master's Degree including all courses needed to meet credential requirements
3. Experience: Four years of successful teaching experience and site administrative experience preferred and two years of responsible personnel experiences at a professional level, and preferably in Merit System or school district agencies.  
Note: This combination represents the kind of level of experience and education considered appropriate, but is not meant to exclude other comparable combinations. Appropriate experience may be substituted where considered by the Commission to be acceptable.
4. Professional and Practical Knowledge of:  
  
Principles of organization and administration, labor relations, personnel management, employee safety (OSHA) and training, and employee relations; procedures used in Merit or Civil Service systems, including selection, job analysis, compensation and health and welfare benefits administration

- E. License: Possess and maintain a valid California Driver's License (Class "C" minimum); provide evidence of insurance and remain insurable at the standard insurance rate.
- F. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit for extended periods or time; visually review and correct reports and document for accuracy; ability to operate a computer terminal and office equipment; lift light objects weighing up to 25 pounds; and kneel, bend at the waist, and reach to maintain and retrieve files.
- G. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. While performing the duties of this job, the employee works in an office environment the majority of the time. The noise level in the work environment is usually mild. Driving to various locations is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work Year: 12 months
- Salary Range: Certificated Management Schedule – Range II