

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES**
Department: Administrative Office
Reports to: District Superintendent

SUMMARY:

Responsible for personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certified and non-certified staff. Plans, coordinates, and supervises the operation of the personnel office. As requested, participates in labor relations, benefits administration, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following responsibilities may be used to define the personnel office organization and procedures:

- * PERSONNEL FILE MAINTENANCE
 - * Complete and Accurate Personnel Files
 - * Procedure for Viewing Files
 - * Procedure for Derogatory Material
- * EMPLOYEE RECORDS
 - * Employee Absences
 - * Sick Leave Records
 - * Vacation Records
 - * Credentials
 - * Tuberculosis Clearance
 - * Professional Growth Units
 - * CBEDS Accounting
 - * Board Agendas
- * ASSIGNMENT OF STAFF
 - * Job Descriptions and Classifications
 - * Staffing Allocations: Hours, Ratios
 - * Credentials and Authorization of Placement
 - * Transfers and Reassignments
 - * Resignations
- * SALARY SCHEDULE ADMINISTRATION
 - * Annual Employee Contract Renewals
 - * Annual Salary Increases
 - * Notification/Interaction with Payroll
 - * Units for Salary Advancement
 - * Update of Salary Schedules
 - * Development of Salary Schedules
- * PRE-EMPLOYMENT: RECRUITMENT/SELECTION
 - * Projection of Staffing Needs
 - * On-campus Recruitment
 - * Advertisement/Posting Vacancies
 - * Paper Screening

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- * Testing of Applicants
 - * Oral Interviews
 - * Reference Checks: pre/post Interview
 - * Affirmative Action
 - * Policy, Implementation, Reports
 - * Pre-employment Physical
 - * Salary Schedule Placement
 - * Establishment of Personnel File
 - * New Employee Procedures/Documents
 - * Orientation of New Personnel
 - * Insurance Enrollment
 - * **CONTRACT MANAGEMENT PROCEDURES**
 - * Collective Bargaining: proposals/negotiations
 - * Interpretation and Clarification: rules, policies, procedures
 - * Communication with Management/Employees
 - * Communicate with Board/Superintendent
 - * Grievances
 - * Leaves of Absence
 - * Transfer and Reassignment
 - * In-service/Distribution of Contracts
 - * Effects of Layoff
 - * Unfair Employment Practice Charges
 - * **EVALUATION AND DISCIPLINE**
 - * Management/Staff In-service
 - * Competence of Administrators to Evaluate
 - * Establishment of Timelines
 - * Evaluation Monitoring
 - * Assistance for Substandard Performance
 - * Disciplinary Action Process
 - * Non-reelection/Termination Process
 - * **SUBSTITUTE SYSTEM**
 - * Recruitment/Screening/Selection
 - * Credentials
 - * Requests and Assignments
 - * Orientation/Handbook
 - * Evaluation
 - * Long-term Substitute Staffing
 - * Payroll Information
 - * **FRINGE BENEFITS PROGRAM**
 - * Processing of Employee Benefits Insurances (medical, dental, vision, life)
 - * Facilitation/Assistance with Claims
 - * Accounting of Employer/Employee Contributions
 - * Accounting for Payment to Insurance Carriers
 - * Insurance Information to Employees
 - * **WORKERS' COMPENSATION/DISABILITY/UNEMPLOYMENT**
 - * Monitoring and Processing of all Claims
 - * Information to all Sites and Staff
 - * Absence and Benefits Accounting
 - * Reasonable Assurance Notification

- * PERSONNEL OFFICE CLIMATE
 - * Positive Communications: Public, Staff, Other Agencies
 - * Employee Recognition Programs
- * READY REFERENCE LIBRARY
 - * Education Code
 - * Government code
 - * Title V California Administrative Code
 - * Digest of Selected California Laws Related to Certificated/Classified Personnel
 - * Legal Counsel Opinions
 - * New Legislation Information
 - * Collective Bargaining Documents
- * EMPLOYEE COUNSELING
 - * Retirement Options
 - * Unemployment Claims
 - * Fringe Benefit Information
 - * Employee Assistance Programs
 - * Disciplinary Action
 - * Exit Interviews
- * STUDENT TEACHING/INTERN PROGRAMS
 - * Placement
 - * College/University Agreements
 - * Stipends
- * REDUCTION IN FORCE (LAYOFF) PROCEDURES
 - * Legal Interpretations Affecting Layoffs
 - * Timelines: Certificated/Classified
 - * Current Seniority Lists
 - * Current Credential Information
 - * Reemployment Lists

- * Acts as District Complaint Hearing Officer, investigating and resolving written, parent, community, staff complaints.
- * Ensures Title IX, Sexual Harassment laws are followed.
- * Conducts student and staff development in the area of conflict management.

ADDITIONAL DUTIES:

- * Student Personnel - District Disciplinary Action
- * Serves on appropriate District, County, and State committees, Task Force, etc. as directed by the Superintendent

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. In addition to oversight, provides technical assistance to District sponsored charter schools.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Trustees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative Credential, teaching credential and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employ.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.