

Pleasanton Unified School District

JOB DESCRIPTION

TITLE: Assistant Superintendent, Human Resources

CLASSIFICATION: Certificated Management

REPORTS TO: Superintendent

DESCRIPTION:

A Cabinet level position responsible for managing all aspects of the Human Resources Division, both classified and certificated. The Assistant Superintendent, Human Resources, is also responsible for the completion of any special assignment or project, inside or outside the scope of the Human Resources Division, delegated by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

- Participates as a regular member of the Superintendent's Cabinet.
- Prepares the Superintendent's personnel recommendations to the Board of Trustees.
- Assists the Superintendent at Board meetings by providing presentations and/or responding to inquiries from members of the Board of Trustees.
- Advises the Superintendent regarding personnel policies, procedures and resolutions of personnel-related problems.
- Acts as chief negotiator regarding certificated and classified collective bargaining units.
- Directs the evaluation programs of management, certificated and classified personnel.
- Directs and counsels school site principals on difficult and sensitive personnel matters.
- Acts as the District's liaison with employee associations.
- Organizes and supervises the Human Resources Division, and maintains up-to-date records of all personnel.
- Coordinates all district LEA obligations regarding personnel.
- Oversees the placement of district employees on the appropriate salary schedules.
- Maintains liaison with social, professional, civic, volunteer, and other community groups having an interest in the schools.
- Prepares and maintains information on personnel and submits the necessary statistical reports to the State Department of Education and to the Board of Trustees.
- Assists in the development and updating of Board policies and procedures regarding personnel.

- Plans, organizes, directs, and coordinates District programs for service and support to schools and departments through personnel recruitment, retention, and administration for both certificated and classified staff.
- Provides and emphasizes a high standard of customer service to all stakeholders from general employment information to specific employee matters.
- Supervises on and off-site recruitment fairs for selection of all certificated and classified staff to recommend assignment of staff.
- Plans, negotiates, updates, and supervises employee performance evaluations for all employees.
- Provides employee support for development and training for the evaluation process and forms.
- Maintains and updates employee records for timely and orderly processing of personnel transactions.
- Conducts special studies and research related to personnel administration, including employee duties, employee assignment, benefits, and compensation levels.
- Provides guidance to senior cabinet, administrators, certificated and classified employees on personnel matters and oversees the grievance and complaint processes for all employees.
- Provides recommendations on personnel matters and labor negotiations to the Superintendent and Board.
- Interprets, updates, and applies laws, rules and regulations, and District policies regarding personnel administration to ensure compliance.
- Confers with representatives of employee organizations and District officials regarding personnel matters.
- Provides interdepartmental support for site, district and state initiatives to remain compliant with relative laws, contracts, and policies.
- Serves as the District chief negotiator on matters related to collective bargaining agreements and guidelines for all employee organizations.
- Develops and implements innovative programs and processes to update Human Resources practices to current research and technologies.
- Ensures systems and processes are in place and effective for maintaining communications and good relations with the community.
- Updates and oversees the District's formal complaint processes as the District Complaint Officer that includes, but not limited to, Uniform Complaint Procedure, Williams Complaints, and labor employee complaints.
- Serves as Compliance Officer to receive and investigate complaints to ensure District compliance with applicable laws.
- Makes recommendations to the Superintendent and the Board regarding updates to and the establishment of Board policies and regularly reviews and maintains the Leadership Matters handbook.
- Implements employee oversight processes including medical records and fingerprint clearances, credential verification, and interacts with law enforcement and State agencies regarding employee transactions.
- Works with District and site administrators to coordinate enrollment projections and staff assignments.

- Oversees sexual harassment and discrimination complaints to ensure that each complaint is promptly and appropriately investigated and properly concluded.
- Serves as a liaison between the District and various community and civic organizations as assigned by the Superintendent.
- Serves as a resource to District staff on matters of school-community relations and information.
- Assists the Superintendent in establishing advisory groups, as assigned.
- Provides counsel for support and discipline employee matters.
- Other duties as assigned.

QUALIFICATIONS:

- California Administrative Services credential
- Master's degree (emphasis in Educational Leadership or Organizational Leadership preferred)
- Five years of successful site level administrative experience
- **Director-level experience preferred**

TERMS OF EMPLOYMENT:

220 days, Senior Management Contract

BOARD APPROVED: 4/18/17