

TITLE: **Assistant Superintendent
Personnel - Leadership and Development**

WORK YEAR: 218 Days

NON DUTY: 30 Days

REPORTS TO: Superintendent

PRIMARY FUNCTION:

Under the direction of the Superintendent, direct the work of the Human Resources Office; direct the District's employer-employee relations program.

REPRESENTATIVE DUTIES:

- Direct the administration of the Employee Relations Program; develop, recommend, interpret, and administer employee relations policies for management; implement inservice training for management in contract administration and grievance procedures.
- Serve as chief advisor to management groups concerning employee relations; serve as a representative for management before regulatory agencies.
- Develop and prepare negotiation strategies for management; secure input from management personnel prior to developing management's proposals; prepare management's proposals and counter-proposals and advise management as necessary.
- Maintain current knowledge of State laws, Court decisions and other litigation relevant to negotiations.
- Serve as chief negotiator for management; direct the management's negotiation team; maintain records of proposals presented.
- Serve as management's chief adviser in the interpretation of adopted agreements, including Master Agreements such as CTA & CSEA, third Party Administrator Agreements such as Workers' Compensation, Health and Welfare, and appropriate broker agreements; serve as management adviser in grievance matters.
- Consult with principals and other management personnel to assure understanding of and compliance with adopted management-employee policies.
- Serve as chief Affirmative Action Officer; monitor District operations to assure appropriate diversity for each represented group; direct Human Resources activities to provide active recruitment, employment and retention of represented group staff members.
- Supervise the operations of Human Resources; direct and coordinate recruitment and employee selection; supervise the department of Employee Benefits including District's Fringe Benefit Program and the District's Workers' Compensation program.
- Supervise the implementation of District policies relating to employees.
- Supervise the maintenance of employee records; monitor evaluation, promotion and demotion process.
- Title IX Investigator - Responsible for conducting interviews with all relevant parties, gathering and preserving evidence, and preparing a comprehensive written investigative

report. Impartiality, confidentiality, and adherence to the district's Title IX grievance procedures are ensured throughout the investigative process. Does not make findings of responsibility but ensures a thorough and equitable record is compiled for review.

- Interpret legislation affecting the employer-employee relationship; maintain liaison with legal counsel.
- Work with the Business Office on costing and budgeting.
- Perform other related functions as assigned.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: master's degree and administrative experience in dealing with personnel, finance, laws relating to schools and management-employee relations, and human relations.

LICENSES AND OTHER REQUIREMENTS:

- Appropriate Administrative Credential.

WORKING CONDITIONS:

Environment:

- Office environment

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read and prepare various materials.