

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Human Resources/Labor Relations	REPORTS TO:	Chief, Human Resources/Labor Relations
DEPARTMENT:	Human Resources/Labor Relations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	September 23, 2026	SALARY:	E-31/Management Salary Schedule

BASIC FUNCTION:

Provide strategic leadership and oversight for the District's Human Resources and Labor Relations functions, including recruitment, selection, assignment, employee relations, labor relations, investigations, compliance, employee development, performance management, and personnel administration for certificated and classified employees; ensure Human Resources practices support District priorities, legal and contractual requirements, equitable employment practices, and the effective recruitment, retention, development, and support of a high-quality workforce; supervise and evaluate assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide leadership and oversight for assigned Human Resources functions to ensure consistent, timely, equitable, and legally compliant services to employees, administrators, and departments; evaluate HR practices and processes and implement improvements that strengthen employee support, compliance, and organizational effectiveness. *E*

Plan, direct, and evaluate comprehensive recruitment, selection, and hiring programs for certificated and classified employees; develop strategies to attract, recruit, select, and retain highly qualified employees who support the District's instructional, operational, and organizational goals. *E*

Collaborate with District division and department heads, program managers, assistant superintendents, principals, and other leaders to assess workforce needs, project staffing requirements, analyze vacancies, and develop staffing allocations that support District priorities and effective operations. *E*

Manage, develop, and implement personnel procedures and processes related to recruitment, applications, examinations, eligibility, promotion, demotion, transfer, assignment, dismissal, resignation, layoff, reemployment, leaves of absence, compensation, credentialing, licensing, and other employee transactions for certificated and classified personnel, ensuring compliance with applicable laws, policies, and collective bargaining agreements. *E*

Interpret and apply District policies, administrative regulations, and collective bargaining agreements; provide guidance to administrators and employees regarding employment matters and labor relations; mediate and resolve workplace disputes and employee relations concerns in a timely, equitable, and legally compliant manner. *E*

Participate as a member of the District negotiations team in collective bargaining with certificated and classified employee organizations; assist in developing bargaining proposals, responses, costing analyses, and negotiation strategies; serve as District spokesperson in negotiations as assigned and support effective labor-management relationships. *E*

Coordinate and oversee grievance procedures, including investigation, documentation, response and resolution; collaborate with the legal office regarding legal issues associated with grievances, employee relations matters, investigations, and other personnel matters. *E*

Assist in developing, implementing, and monitoring equitable employment practices and initiatives designed to support fair and equal opportunity in recruitment, hiring, promotion, retention, and professional advancement. *E*

Administer transfer, reassignment, and related placement processes in accordance with collective bargaining agreements, District policies, and applicable law; review assignments for compliance and coordinate corrective action when inappropriate or inconsistent assignments are identified. *E*

Participate in the overall management and strategic direction of the Human Resources/Labor Relations department to ensure timely, responsive, consistent, and high-quality service delivery; establish priorities, monitor department performance, and support continuous improvement of HR systems and processes. *E*

Manage one or more major Human Resources functions, programs, or initiatives, including recruitment and staffing, substitute employment, employee evaluation, contracts, personnel records and handbooks, employee development, investigations, compliance, workforce planning, or other assignments as directed; ensure assigned functions are administered effectively and within established timelines. *E*

Attend or chair results-oriented meetings and represent Human Resources and the District in partnerships, task forces, and collaborative efforts with internal departments, employee organizations, public agencies, higher education institutions, community partners, and other organizations as assigned. *E*

Communicate and collaborate with administrators, employees, employee organizations, District departments, legal counsel, and contractors to coordinate Human Resources activities, resolve employee relations concerns and conflicts, address personnel issues, and ensure consistent communication and implementation of HR programs and processes. *E*

Provide guidance and counseling to employees and administrators regarding employment rights and responsibilities, classification, compensation, benefits, leave, retirement, credentialing and licensing requirements, collective bargaining agreements, District policies, and other Human Resources matters. *E*

Supervise and evaluate assigned Human Resources staff; provide clear, constructive feedback and professional development; interview and select qualified personnel and recommend transfers, reassignment, disciplinary action, or termination as appropriate; establish performance expectations and provide training to strengthen staff capacity and departmental effectiveness. *E*

Develop, plan, lead, and implement major District-wide Human Resources and Labor Relations projects and initiatives, including organizational improvement, compliance, employee engagement, workforce development, investigations, policy implementation, and other personnel programs and activities. *E*

Visit school and department sites regularly to assess Human Resources needs, strengthen relationships, provide support to administrators and employees, and maintain effective communication with staff, employee organizations, and other stakeholders regarding personnel and labor relations matters. *E*

Promote innovation, accountability, and continuous improvement in Human Resources and Labor Relations practices; demonstrate courage, sound judgment, professionalism, confidentiality, and ethical leadership when addressing complex employee, labor, and organizational matters. *E*

Perform other related Human Resources and Labor Relations duties as assigned.

EDUCATION AND EXPERIENCE: Required prior to employment.

Any combination equivalent to: advanced degree in human resources, public administration, business administration, educational administration, law, or a related field and seven years of increasingly responsible management experience, including experience in Human Resources, employee relations, labor relations, investigations, legal compliance, or related personnel functions; experience in collective bargaining and complex employee relations matters preferred.

LICENSES AND OTHER REQUIREMENTS: Required prior to employment.

Valid California driver's license. California Administrative Credential, Human Resources Certification (preferred), or other relevant professional credential preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the functions of Human Resources and Labor rela-

tions practices.

Compensation practices and personnel procedures and practices.

Interview and selection techniques and methods.

Credentialing laws.

Legal procedures and terminology and negotiation processes.

Budget preparation and control.

Applicable federal, state and District laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of management including supervising, training, and providing work direction.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, objectives, and goals.

ABILITY TO:

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Maintain current knowledge of trends in the assigned field.

Provide technical information and assistance to others concerning employment policies and personnel transactions.

Manage labor contracts and labor relations.

Work with grievance procedures including arbitration.

Negotiate with a variety of union groups.

Work independently with little direction and many interruptions.

Prepare comprehensive narrative and statistical reports.

Analyze situations accurately and adopt effective courses of action.

Use District-approved Artificial Intelligence (AI) and other emerging technologies responsibly and appropriately to support communications research, content development, analysis, workflow, engagement, and decision-making while protecting confidential information, maintaining accuracy and human oversight, and complying with applicable laws, policies, security requirements, and District procedures.

Learn new or updated computer systems/programs to apply to current work.

Plan, prioritize and organize work to meet schedules and timelines.

Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies, and procedures.

Provide leadership, supervise, train, and evaluate the performance of assigned staff.

Communicate, understand, and follow both oral and written directions effectively.

Use student achievement data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap.

Establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people.

Demonstrate high ethical standards.

Manage change and design an effective system of reporting progress and monitoring results.

Focus and appropriately allocate resources toward identified goals.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor various activities and to read various documents; sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally or bending at the waist to retrieve and store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions