



Job Description
Equal Employment Opportunity

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

DEPARTMENT/PROGRAM: Human Resources	CLASSIFICATION: Executive Management
DIVISION: Superintendent	SALARY SCHEDULE: Executive Management
REPORTS TO: Superintendent	SALARY RANGE: 127
APPROVAL DATE: 5/14/2024	WORK YEAR: 220
REVISION DATE:	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of Superintendent the incumbent(s), plan, organize, control, and direct County Office-wide human resources operations and employment activities for classified and certificated personnel. Human resources activities will include those related to labor relations and negotiations; providing leadership to County Office operations, as well as activities regarding employee supervision and evaluation, employee training and requirements, and the recruitment, screening, selection, processing, credentialing, and compensation of certificated and classified personnel; coordinating and directing communications, information, and personnel to meet County Office and school district needs related to personnel. This position is a key member of the County Office leadership team and serves as an integral participant of the Superintendent’s advisory team.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plan, organize, control and direct County Office-wide Human Resources operations and activities for classified and certificated personnel to maintain positive and productive employee relations and to assure County Office personnel activities comply with established requirements, laws, codes, regulations, policies, and procedures.
- Provide vision and direction for strategic recruitment processes which focus on practices that maintain a diverse workforce, including planning functions for hiring processes for certificated and classified employees (e.g., evaluating and determining staffing needs, establishing, and monitoring direct recruitment efforts, maintaining effective and legally compliant selection processes, and managing hiring, onboarding, and induction processes for newly hired employees) for purposes of maintaining highly qualified staff which reflect the diverse student populations within the county.

- Collaborates with the Superintendent in the development of a clear vision to work collaboratively, creatively, and productively across departments to improve goals through fulfillment of the County Office Strategic Plan, including the County Office's Vision, Mission, and Core Values.
- Engages in employee retention activities, which includes conducting employee need assessments countywide to develop and implement innovative employment strategies, products, and services, to encourage positive employee experiences based on the determination of employee attitudes, feedback, and recommendations.
- Maintains positive employer-employee relations through daily engagement and interaction with labor partners and participates/leads collective bargaining and negotiations activities.
- Serves as a resource and collaborates with internal and external educational partners and to county districts by facilitating meetings, workshops, seminars, etc. (e.g., personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, developing and maintaining programs, and serving as a county office representative.
- Provide consultation and technical expertise to administrators, staff, school districts and others concerning human resources matters.
- Directs human resources department operations; the maintenance of services and the implementation of new programs and/or processes (e.g., employer-employee relations program; workforce development process including intern teachers, induction, and credentialing, position control, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Develop and prepare the annual budget for human resources and other assigned functions.
- Supervise and evaluate the performance of assigned personnel; coordinate work assignments and review work to assure compliance with established standards and requirements.
- Administers personnel records system, both manual and electronic, (e.g. ensures proper security and filing of personnel records and documents, establishes personnel and payroll records management procedures in conjunction with appropriate laws and county office policy, etc.) for the purpose of documentation for recruiting, hiring, retaining, assigning, and promoting personnel and ensuring documentation of personnel processes are in compliance with established requirements.
- Investigates grievances and/or complaints involving various employment matters (e.g. sexual harassment, pay and/or assignment disputes, employee misconduct, etc.) for the purpose of reaching resolutions in compliance with the law and County Office policy.
- Prepares a wide variety of complex written materials (e.g. salary compensations, salary surveys job descriptions, plans, budgets, funding requests, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions (e.g. updates regarding new hires, release of employees, etc.) for the purpose of providing direction for meeting the county office's goals and objectives.
- Disseminates and distributes legislative updates, legal employment matters, and other regulations affecting personnel to ensure legal compliance.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Comprehensive knowledge of school personnel law, and school district and county office organization.
- Comprehensive knowledge of selection, transfer, reassignment, promotion, evaluation, demotion and dismissal of personnel, as well as EEO-affirmative action concepts, laws and procedures.
- Current principles and methods of public school personnel management.
- Interpreting applicable federal and state laws and developing county office policies and procedures.

Skills and Abilities to:

- Ability to collect, interpret, and analyze complex technical data.
- Ability to make difficult decisions.
- Ability to establish and maintain effective working relationships with others.
- Ability to express oneself clearly and concisely, both orally and writing.
- Developing effective working relationships; and administering personnel policies and procedures.
- Experience leading personnel administration; progressively responsible duties in employment management duties.
- Experience in recruitment, staffing, management of collective bargaining agreement, industrial relations.
- Identify potential problems, evaluate alternative solutions, and prepare sound recommendations.
- Increasingly responsible experience in educational administration.
- Operating standard office equipment including utilizing pertinent software applications.
- Plan, organize, coordinate and direct a variety of complex technical operations involving efforts of multiple specialized units of broad personnel management program for a county office.
- Planning and managing projects.

JOB QUALIFICATIONS / REQUIREMENTS:**EDUCATION AND EXPERIENCE:**

Bachelor's degree and/or master's degree in job-related area preferred; completion of a human resources certification program desirable. Must have progressively responsible experience in human resources management duties, preferably in public school district or public agency setting.

EQUIVALENCY:

Additional qualifying experience can be substituted for the educational requirement on the basis of two years of closely related experience for one year of education requirement. A minimum of eight (8) years of experience is required.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in a generally hazard-free environment and in a clean atmosphere.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- 80% sitting, 10% walking, and 10% standing.