

<b>SALINAS UNION HIGH SCHOOL DISTRICT</b> <b>Certificated Management Job Description</b>  <b>ASSISTANT SUPERINTENDENT – HUMAN RESOURCES</b>	<b>Initial Date: 3/19/12</b>  <b>Revised:</b>  <b>Range: 36</b>
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**DEFINITION:**

Under administrative direction of the Superintendent, to plan, organize and administer the Human Resources and Employee-Employer relations functions of the District; to administer and coordinate the Division of Human Resources; and to perform such other related duties as may be assigned.

**CLASS CHARACTERISTICS:**

The incumbent assigned to this classification assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible personnel programs and services. The Assistant Superintendent – Human Resources must exhibit a strong ability to be tactful, diplomatic and understanding of employee problems and issues and to cooperate fully with other administrative divisions in administering personnel services and functions. The work of the Assistant Superintendent for Human Resources is performed with minimal supervision and requires decision-making or the drawing of conclusions when policies or procedures require an interpretation. The position requires substantial innovative interpretation. The position requires substantial innovative thought in the development of new methods or procedures which may result in recommendations for changes in established policy.

**PERFORMANCE RESPONSIBILITIES:**

1. Directs and conducts programs of recruitment, selection, assignment, and orientation of employees, both certificated and classified;
2. Assumes full authority for making all offers of employment below the level of Assistant Superintendent, such authorization being specially granted by the Board of Trustees, subject to their confirmation;
3. Assumes responsibility for the administration of all salary schedules adopted by the Board of Trustees in accordance with regulations of the District and official employer-employee contracts;
4. Administers the District affirmative action program in all levels of employment;
5. Administers all fair employment practices programs related to Title IX provisions;
6. Assists the Superintendent in the development of District personnel policies for recommendation to the Board of Trustees and administers all adopted Board personnel policies;

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**PERFORMANCE RESPONSIBILITIES** (Continued)

7. Processes all employee requests for transfer, promotion, leaves of absence, sick leave, and termination or retirement from service;
8. Administers the program of providing substitute workers for all employees and provides such in-service as may be required;
9. Maintains a control system relating to personnel files, providing for strict control over: review procedures, placement of new material or documents; dating all material, and removal of materials;
10. Maintains records and numerical accounting of District personnel, including seniority lists;
11. Conducts job analysis studies for the purpose of determining proper job classification and salary status and relationships;
12. Makes periodic reports to the Superintendent regarding the operation of the Human Resources Division;
13. Serves as a member of the Superintendent's executive staff;
14. Implements and maintains a District-wide program of staff evaluation as adopted by the Board of Trustees;
15. Works cooperatively with other division management and staff in regard to personnel actions, such as leaves of absence, transfers, reassignments, promotions and dismissals;
16. Serves as the Board of Trustees' representative to negotiations and labor relations applicable under the EERA with classified and certificated bargaining units;
17. Represents the Human Resources division at all Board of Trustees meetings;
18. Performs other duties as assigned by the Superintendent.

**EMPLOYMENT STANDARDS:**

1. A Master's or Doctoral Degree from an accredited institution with specialization in school administration, personnel administration or alternative job-related training which demonstrates research and program evaluation skills, and academic proficiency in a job-related major or specialization.
2. Possess or qualify to hold a valid administrative credential.
3. At least five (5) years' experience as a public school administrator, preferably including some central Administrative office experience.
4. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

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**REPORTS TO:**

Salinas Union High School District Superintendent of Schools.

**SUPERVISES:**

All classified and certificated personnel exclusively assigned to the Division.

**TERMS OF EMPLOYMENT:**

Twelve month work year (222 days) with 25 days annual vacation entitlement. Monthly mileage as authorized by the Board of Trustees. Salary and fringe benefits as determined in accordance with the Board's Policy, "Management Compensation."

**PERFORMANCE EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy for evaluation of Administrative Personnel.

SALINAS UNION HIGH SCHOOL DISTRICT  
EXECUTIVE CABINET SALARY SCHEDULE  
2019-2020

Position	Days	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Superintendent	(Calendar and Salary set by Board of Trustees)								
Assoc Supt C & I	222	\$ 157,044	\$ 160,185	\$ 163,389	\$ 166,656	\$ 170,351	\$ 173,758	\$ 177,232	\$ 180,777
Asst. Supt HR	222	\$ 152,025	\$ 155,066	\$ 158,167	\$ 161,331	\$ 165,183	\$ 168,487	\$ 171,857	\$ 175,293
CBO/Manager Business Services	222	\$ 151,626	\$ 154,658	\$ 157,752	\$ 160,906	\$ 164,125	\$ 167,408	\$ 170,755	\$ 174,171

Longevity Step	Year 4 - \$1,000	
Doctorate	\$ 1,500	Annual
Car Allowance	\$ 900	Annual
Phone Allowance	\$ 720	Annual

Board Approved: 8/11/2020

1.73% Increase retroactive to July 1, 2019 on regular salaries only.