

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## Position Description For: **Assistant Superintendent, Human Resources**

### I. Definition

Under the general direction of the Superintendent, serves as the district's chief human resources officer. Provides overall leadership and has administrative responsibility for the coordination, organization and direction of a comprehensive personnel management and risk management program for the district. Directs the planning, development, implementation and maintenance of human resources and risk management operational policies, regulations, and guidelines. Plans, directs, and administers the district employer/employee relations process. The Assistant Superintendent, Human Resources is a member of the Superintendent's Cabinet.

### II. Duties and Responsibilities

- a. Identifies, plans, and recommends the goals, objectives, and direction of the District's Human Resources Department in support of the district's vision and the goals of the Board of Education.
- b. Identifies, plans, and recommends the goals, objectives, and direction of the District's Risk Management Department in support of the district's vision and the goals of the Board of Education.
- c. Plans, organizes, implements, and directs a program of personnel and risk management for the certificated and classified services; including programs of recruitment, selection, assignment, transfer, promotion, retirement, evaluation, and staff development, to ensure highly qualified personnel are hired and retained in District service. Serves as District liaison to university/college intern credential programs and coordinates the assignment of student teachers. Develops and projects the district's staffing patterns and ratios to determine long and short-term personnel requirements.
- d. Oversees and directs the district's Risk Management Department including programs of insurance benefits, safety, workers compensation, property and liability, and litigation.
- e. Represents the Board of Education and Superintendent concerning matters of employer/employee relations, including collective bargaining with employee organizations. Recommends negotiations strategies and interprets and administers the collective bargaining agreements. Represents the District in matters pertaining to grievances. Serves as the District liaison to labor organizations to analyze problems and develop collaborative solutions regarding concerns.
- f. Serves as a resource and advisor to the Superintendent on matters pertaining to personnel management and employer/employee relations problems, issues, and concerns. Provides direct support to the Superintendent, as needed, in areas designated; and provides direct communication on any matters, emerging or otherwise, that could come to the Superintendent or Board of Education.
- g. Administers the District's certificated and classified evaluation program. Coordinates, monitors, and evaluates personnel discipline procedures. May

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coordinate, assist with, or conduct internal investigations related to complaints regarding employees.

- h. Assists the Superintendent in the development of District personnel policies, maintaining and updating Board Policies and the administrative implementation of directives, rules, and regulations. Assists in reviewing analyzing and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect District Human Resources programs, functions, and activities. Administers and interprets Board Human Resources Policies and merit system rules and regulations to ensure consistent interpretation and application throughout all levels of the organization.
- i. Maintains official personnel files and all employee records; including applications, employee lists, assignments, salary, credential information, required health tests, classification and job descriptions, leaves of absences, evaluations, and Department of justice reports.
- j. Supervises the employment and orientation of substitute personnel for certificated and classified employees. Coordinates the Unemployment Compensation Program for the District.
- k. Works collaboratively with the Education Services Department to implement the Teacher Induction and Clear Administrative Credential Program.
- l. Develops, monitors, and evaluates the budget for the Human Resources Department.
- m. Counsels and trains management and employees to resolve complaints, difficulties and other matters related to personnel management. Works with supervisors on difficult or sensitive personnel matters.
- n. Serves as the District liaison to the Personnel Commission and its staff. Handles applicant appeals in conjunction with the Director of the Personnel Commission.
- o. Works collaboratively with other departments and divisions to achieve the District's vision and Board of Education goals.
- p. Maintains records, submits reports, including Public Records Act Requests, accounts for monies and property and performs all other obligations mandated by law, Board Policy, or Administrative Directive.
- q. Performs other duties as assigned.

### III. Employment Standards

#### Education and Experience:

- a. Administrative credential which meets or exceeds the minimum required by law.
- b. Master's Degree or higher in Education.
- c. Five years of experience as a school and district administrator with evidence of increasing responsibilities and at least three years of experience as a Human Resources Administrator.

#### Knowledge of:

- a. Principles, trends, methods, strategies, and procedures pertaining to personnel management.

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- b. Laws, rules, regulations, policies, and procedures which pertain to the district's certificated and classified employees.
- c. Traditional and non-traditional collective bargaining and problem-solving strategies.
- d. The purposes, functions, policies and practices of public sector human resources management and employer/employee relations.
- e. The procedures and practices in public sector collective bargaining; techniques of recruitment, selection, supervision, training, evaluation, and discipline of employees.
- f. Personnel Commission Rules and Regulations of a Merit System.
- g. Insurance and employee benefits.
- h. Workers Compensation and Safety
- i. Effective communication, interpersonal skills using tact, patience, and courtesy; human relations strategies, methods, and techniques.

### Ability to:

- a. Develop and maintain a comprehensive human resources program.
- b. Interpret laws and to anticipate trends and needs; assess the state of the District Human Resource Program and recommend appropriate steps for improvement.
- c. Develop and implement long range plans.
- d. Work collaboratively with Cabinet and staff to establish and reach clear goals and objectives.
- e. Work creatively to solve problems and effectively promote change. Work with and appreciate a diverse community, student population and staff.
- f. Assimilate and evaluate data and prepare sound recommendations.
- g. Develop and keep the trust and confidence of others; deal effectively with different personalities and styles.
- h. Motivate others, manage staff to maximize their skills and talents; and establish and maintain effective working relationships.
- i. Understand and carry out oral and written directions with minimal professional direction.
- j. Communicate effectively both verbally and in writing.
- k. Establish and maintain effective and cooperative organizational, public and community relationships.

### IV. Working Conditions:

- a. Physical Demands:
  - i. Employees in this classification use fingers repetitively, use twisting or pressure repetitively involving wrists or hands to operate a computer, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, and hear normal voice conversation to exchange information and make presentations, drive a vehicle, use a computer and a telephone, have depth perception, have color vision and be able to distinguish shades, see small details, sit, and stand.
- b. Work Environment:

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- i. Employees in this classification may work alone with no one in sight, over 40 hours/week, in direct contact with students, District staff, and the public, with high work volume and tight deadlines, with continually changing priorities and constant interruptions, in negative interpersonal situations.

### V. Insurance Requirement:

- a. Possession of a valid California Class C Driver License and availability of a motor vehicle. Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and the ability to maintain insurability.