

MOUNTAIN VIEW SCHOOL DISTRICT

**ASSISTANT SUPERINTENDENT  
PERSONNEL SERVICES**

**DEFINITION**

Under professional direction, to serve as the District's chief personnel and staff development officer; to plan, organize, direct, and administer the employee recruitment and selection, employment, staff development, transfer, promotion, layoff, and separation processes; to aid in the planning, development, implementation, and maintenance of operational policies, regulations, and guidelines; to plan, direct, and administer the District employer/employee relations process; and to do other related functions as directed.

**DISTINGUISHING CHARACTERISTICS**

This classification is an executive cabinet level position performing management and administrative leadership tasks. The position requires subject matter expertise in educational personnel management, and comprehensive educational organization management experience. The job knowledge requirements are applied to organizational leadership and in the development of appropriate personnel practices, policies, goals, and objectives. The position is involved in decisions which have highly critical consequences that impact the organization's mission and organizational objectives. The position meets regularly with the Board of Education, Superintendent and other policy makers in planning personnel matters, implementing decisions, and negotiation or settling significant and often controversial personnel management issues.

**EXAMPLES OF DUTIES**

- Serves as the advisor to the Superintendent pertaining to personnel management, staff development and employer/employee relations problems, issues, and concerns.
- Identifies, plans, and establishes the goals, objectives, and direction of the District personnel management and staff development programs and systems.
- Plans, organizes, develops, and recommends personnel policies and regulation statements, and operational procedures and guidelines.
- Aids in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect the District programs, functions, and activities.
- Oversees the recruitment, selection, employment, transfer, promotion and separation processes for district employees.
- Plans, develops, and implements audit and evaluation procedures to ensure that the personnel management and staff development systems, processes, and procedures are pursued in a cost effective and cost beneficial manner.
- Plans, designs, establishes and monitors employee assessment and evaluation procedures.
- Plans, organizes, implements and coordinates the employee staff development program.
- Plans, designs, implements, and continuously assesses the personnel record management, storage, and retrieval system.
- Plans, organizes, and administers a comprehensive employer/employee relations program, including the conduct of negotiations with labor organizations, and the administration and interpretation of collective bargaining agreements.

- Serves as a liaison to labor organizations in analyzing problems and in developing alternative solutions.
- Plans, organizes, and administers a variety of research and development activities.
- Plans, organizes, implements, and maintains the District affirmative action program.
- Reviews, analyzes, and audits the District employee performance appraisal program, and counsels, advises, and assists management and supervisory personnel in developing programs that aide in employee motivation and in the improvement of employee performance.
- Serves as the District grievance process coordinator, that includes advising and managing the District grievance hearing process.
- May assist in the planning, organization, development, and conduct of internal and external public and communication programs and activities.
- Provides leadership and expertise in the Personnel budget planning process, particularly pertaining to the utilization of appropriate human and monetary resources.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, trends, methods, strategies, and procedures pertaining to personnel management and staff development systems and program;
- Principles, methods, techniques, and strategies of organizational planning, control, evaluation, and forecasting;
- Modern data management, storage, and retrieval systems;
- Legal mandates, Board of Trustees policies, superintendent regulations, and guidelines appropriate to the administration of a comprehensive personnel management program;
- Research and development methods, techniques, and strategies, including assessment and evaluation design process;
- Effective communication and public and human relations strategies, methods, and techniques.

### Ability to:

- Plan, organize, direct, and manage a comprehensive personnel management and staff development system;
- Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions;
- Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements;
- Effectively serve as a resource to employees pertaining to personnel related problems, concerns, and issues;
- Communicate effectively in oral and written form in the simplification of complex statistical and technical information and materials;
- Understand and carry out oral and written directions with minimal professional direction;
- Establish and maintain effective and cooperative organizational, public, and community relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Accurately perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that could provide the required knowledge and ability would be qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of experience in a responsible public education administrative or supervisory position, including experience in personnel management, employer/employee relations, or similar fields.

Education:

Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in educational administration, personnel administration, industrial relations, or other closely related areas.

**CERTIFICATION AND LICENSE REQUIREMENT**

- Possession of a valid California administrative credential authorizing service.
- Possession of a valid California Motor Vehicle Operator's License.

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.