



PITTSBURG UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT of HUMAN RESOURCES

GENERAL DESCRIPTION: Under the direction of the Superintendent, the Assistant Superintendent of Human Resources supervises and directs the personnel functions of the District. The incumbent is responsible for the recruitment and retention of highly certificated and classified employees in support of student achievement.

REPORTS TO: Superintendent

SUPERVISES: The work of the staff in the Human Resources Department

QUALIFICATIONS:

1. Master's degree in human resources, education, business management, or related field; or Bachelor's degree + college/university certification in human resources.
2. A minimum of five (5) years of experience in one of the above fields, including at least three (3) years of experience in a supervisory capacity.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL FUNCTIONS:

- Serve as a member of the Superintendent's cabinet and is a problem-solving collaborative team player on all District leadership and management issues.
- Administer a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, orientation, labor and employment contracts, compensation, schedules, etc.) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
- Conduct job analysis to assure appropriate job functions, proper job classifications, and correct salary schedule placements.
- Responsible for advising the Superintendent, district and site administrators and managers on employee related matters (e.g. staffing, discipline, contract language, coaching, etc.) to ensure that the District is in compliance with federal, state, and local laws and policies so employees are treated with fairness, respect and dignity.
- Collaborate with internal and external personnel (e.g. administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Supervise the maintenance of personnel records for certificated and classified personnel.
- Recommend all assignments, transfers, dismissals and promotions of certificated and classified personnel.
- Recruit and hire qualified certificated and classified substitutes.
- Oversee certificated credentialing.

- Liaison to institutions of higher education to coordinate student teacher and intern programs.
- Establish, implement and monitor personnel practices and procedures.
- Respond to grievances from certificated and classified bargaining units at the appropriate levels.
- Ensure compliance with the State Education Code, federal and state regulations, other areas of employment law, and Board policies.
- Interpret Board policies, Education Code, employee contracts and other employment regulations.
- Responsible for developing and monitoring evaluation processes for all district personnel.
- Confer with site administrators and managers to determine staffing needs.
- Prepare Board agenda items and information relative to personnel matters and attend all Board meetings unless otherwise advised.
- Plan and present workshops and ongoing training for the District's administrative and management employees in areas such as performance evaluation, documentation, due process, and employment contract management.
- Assist in preparing reports required by the State Department of Education, The Board of Education and the Superintendent.
- Responsible for monitoring workers' compensation and implementing employee safety program.
- Oversee benefits administration for all district personnel and eligible retirees.
- Lead negotiator for the District with certificated and classified unions.
- Advise and counsel the Superintendent and the Board on negotiations.
- Investigate and resolve internal and external complaints.
- Community involvement.
- Respond to request for personnel related public records.
- Monitor and authorize department budget expenditures in accordance with established guidelines.
- Model district standards of ethics and professionalism.
- Perform other duties as assigned by Superintendent.

EVALUATION:

Performance of this position will be evaluated annually by the Superintendent in accordance with provisions of Board policy on Evaluation of Administrative Personnel.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Administrative Credential (if applicable)

PHYSICAL EFFORT/WORK ENVIRONMENT:

Light to moderate physical effort; frequent standing or walking, occasional lifting 10 - 20 lbs.; rapid-paced work; moderate to high levels of stress.

Office environment; driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

TERMS OF EMPLOYMENT:

Work year: 12 months or 225 days

Salary: Classified Management Salary Range VII, or the appropriate Certificated Management Salary Schedule

Board Approved (Revision): November 13, 2013