

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

DESCRIPTION OF POSITION

As part of the District office administrative staff, plans, organizes, directs, and implements the activities and operations of the District's personnel program for both certificated and classified employees and performs related duties as assigned. Help the district reach its mission through obtaining the highest quality, diverse workforce.

SUPERVISION

Under the immediate direction of the Superintendent and is responsible to the Personnel Commission for those duties related to the classified service.

ESSENTIAL FUNCTIONS OF POSITION

1. Directs the program of recruitment, initial screening, selection, assignment, employment, and transfer of certificated and classified employees. Actively recruits candidates from underrepresented groups.
2. Serves as the executive of the Personnel Commission; conduct classification, salary and rules studies and shall conduct any necessary investigations as directed by the Commission or as they deems necessary to fulfill their responsibilities. Prepares agenda for and supervises the preparation of the minutes of Personnel Commission meetings.
3. Assists the Superintendent in the development and administering of District personnel policies.
4. Supervises the development and maintenance of essential employee personnel records.
5. Manages benefits administration, including the District's health, vision, dental, and life insurance benefit plans, for all eligible employees and retirees.
6. Administers all functions related to employee transfers, promotions, leaves of absence, sick leave, terminations, or retirement from service.
7. Oversees job analyses and development of job descriptions for the purpose of determining proper job classifications for classified employees. Uses inclusive language in job descriptions.
8. Organizes and administers the District's personnel evaluation program. Works with employees to correct deficiencies. Implements progressive discipline and termination procedures.
9. Coordinates the planning and conducting of orientation for classified and certificated employees.
10. Maintains current class specifications for all classified and certificated positions.
11. Directs and coordinates the performance evaluation of all employees in offices and departments under their direction.
12. Conducts performance evaluations of certificated administrators as requested.
13. Oversees the Alternative Clear Credential Program for administrators and the Teacher Induction Program (TIP) for new teachers. Evaluates the TIP program coordinator.
14. Conducts the original processing of all employees in relation to applications, credentials, No Child Left Behind compliance, English Learner Certification, and health clearances for contractual and payroll purposes.
15. As assigned, leads the Board's collective bargaining negotiating teams.
16. Administers the employee organizations' collective bargaining agreements.
17. Administers District unemployment insurance program.
18. Monitors District compliance with Federal Title IX (gender equity).
19. Administers student teaching program.

20. Maintains records of college/university units earned by teachers for credit toward salary schedule track changes.

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES (continued)

21. Advises, consults, and assists all administrators and supervisors in a variety of personnel matters including the interpretation and application of personnel policies and employee contracts.
22. Develops and administers the Personnel Office budget; forecasts additional funds needed for staffing, equipment, materials, and supplies.
23. Coordinates the employment of substitutes and the operation of the automated substitute system.
24. Conducts studies, analysis, and research on a broad range of personnel matters. Compiles information for reports as required by Federal and State law.
25. Serves as District Compliance Officer responsible for formal complaints as provided in Board Policy 1312.
26. Serves as the Exposure Control Officer for the District's Bloodborne Pathogens Exposure Control Plan.
27. Facilitates processing of Department of Fair Employment and Housing and Equal Employment Opportunity Commission complaints.
28. If suitable, represents the District to the community through membership in community service organizations.
29. Maintains professional competence by participating in professional development activities provided by the District and/or self-selected professional growth activities.
30. Serves as Acting Superintendent of Schools in the absence of the Superintendent, along with the other Assistant Superintendents.
31. Facilitate and lead district committees in consultation with the Superintendent.
32. Participate in district wide equity work.
33. Provide training to managers/administrators on how to identify and reduce unconscious biases in the hiring process.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Incorporated within one or more of the essential functions of this position are the following physical demands: Ability to see for purposes of performing essential job duties, reading correspondence, policies, and other printed material; ability to understand speech at normal levels in person and on the telephone; ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone; ability to operate a vehicle; and ability to occasionally move supplies and printed materials weighing up to 25 pounds. The duties are performed in an office with long periods of time spent sitting at a desk or conference table and working at a computer.

QUALIFICATIONS

Experience/Training: Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include five years of experience as a school site administrator, public education administrative or supervisory position, including experience in personnel management, employer/employee relations, or similar fields and equivalent to a Master's Degree or higher from an accredited college or university with an emphasis in educational administration, personnel administration, industrial relations, or other closely related areas.

License or Certificate: Possession of a valid California driver license. A valid Administrative Services Credential.

Skills, Knowledge, and Abilities: Knowledge of principles, trends, methods, strategies, and procedures pertaining to personnel management; laws, rules, and guidelines appropriate to the administration of a comprehensive public school district personnel program; and principles of supervision, performance evaluation, and training.

Ability to 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; and establish and maintain effective and cooperative organizational, public, and community relationships.

Pending Board of Education Approval
Pending Personnel Commission Approval

DRAFT