

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services  
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Title:	Assistant Superintendent	Reports To:	Superintendent
Department:	Human Resources	Work Year:	241 workdays; 20 vacation days
Classification:	Confidential/Management	Salary Range	\$191,213 - \$236,288
Approved:	By Board		

DESCRIPTION OF POSITION:

Under the general supervision of the Superintendent, the Assistant Superintendent of Human Resources is responsible for all matters related to the administration of personnel functions and employer-employee relations and the operations of the Human Resources Department; works closely with other management personnel to ensure there is adherence to personnel policies/procedures and collective bargaining agreements and served as an assist and advisor to the Superintendent.

REPRESENTATIVE DUTIES:

- Direct, supervise, coordinate and evaluate the department functions of the Director and Assistant Director of Human Resources. E
- Develops and implements a comprehensive staff plan which includes recruitment and processing of personnel for classified and certificated vacancies. E
- Direct and coordinate other special projects and duties as assigned by the Superintendent. E
- Serves as administrator on team meeting at the district level or meeting involving other agencies or school districts. E
- Develop, coordinate and manage all Human Resource Division budgets for optimal fiscal resource application and outcome; and to ensure District economic sustainability, E
- Formulate and recommend to the Superintendent for approval by the Governing Board all personal actions related to employment. E
- Responsible for adhering to Budgetary regulations. E
- Serves as the lead negotiator for the collective bargaining process with the VEA and CSEA bargaining units, administration of the collective bargaining agreements, and all aspects of employer-employee relations. E
- Responsible for VEA and CSEA grievance processing, arbitrations, administrative hearings, or other legal processes. E
- Advise VSMA on all collective bargaining process and employer-employee relations. E
- Ensure compliance with all state and federal laws, rules, and regulations relating to personnel matters. E
- Assume overall responsibility for the initiation and development of certificated, classified, and management job descriptions. E
- Lead investigator on complaints regarding employees and employment practices. E
- Serve on the Superintendent's Executive Cabinet and Cabinet. E

Assistant Superintendent

- Assume overall responsibility for the process of recruitment, selection and employment of all certificated and classified personnel. E
- Responsible for the over site of the certificated and classified substitute services program. E
- Responsible for the over site of the certificated and classified performance evaluation process. E
- Responsible for the oversight and maintenance of the essential personnel records for all certificated and classified employees. E
- Assume overall responsibility for matters pertaining to employee remediation, discipline and dismissal. E
- Attend Governing Board meetings and sessions as required. Serve as a resource on personnel and/or employer-employee matters at regular district meetings. E
- Assume overall responsibility for the preparation and submission of oral/written reports on personnel and employer-employee relations matters to the Superintendent and Governing Board. E
- Perform other related duties as assigned.

#### EDUCATION AND EXPERIENCE:

- Graduate training with a Master's or Doctorate Degree is preferred.
- Work in personnel administration, labor relations and/or business administration, or a comparable combination of training and experience.
- Experience as a school district administrator, including progressively responsible experience in school district personnel administration.
- Knowledge of curriculum concepts and materials pertinent to personnel administration.
- Possession of an earned, valid California Administrative Credential and/or appropriate Supervision Credential or eligibility of a valid California Administrative and/or Supervisor Credentials

#### KNOWLEDGE SKILLS AND ABILITIES:

##### KNOWLEDGE OF:

Principals of organization and management

- State and federal laws pertaining to certificated and classified personnel.
- School district operations and procedures.
  - Effective employee supervision and evaluation procedures and techniques.
  - Labor laws, contract negotiations and management, and grievance processing.

##### ABILITY TO:

- Speak and write effectively o Work effectively with all segments of the educational community and general public.
- Rapidly assimilate the facts, conditions, and implications of problems and to organize an effective administrative response.

##### SKILL:

- Working with diverse groups and individuals in a manner that achieves District goals.
- Translating Board and District policy to various employees, individuals and groups.

LICENSE: A valid California Driver's license

PHYSICAL REOUIREMENTS: Frequency Key; None (1); Occasional - up to 25% of shift (2);  
Intermittently — up to 50% of shift (3); frequently — up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	2
Squat	2		Lift/carry 26-40 lbs	2
Kneel	1		Lift/carry 41-100 lbs	1
Climb	2		Stand	3
Reach above shoulder	2		Walk	3
Grip /Grasp	3		Sit	3
Extend/Flex Neck	3		Drive	3

Activity	Frequency		Activity	Frequency
Use Right Hand	4		Perform Repetitive Hand Motions	2
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to See	4		Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The district is compliant with ADA requirements.