

EVERGREEN SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

Job Purpose Statement:

Under the direction of the Superintendent, the Assistant Superintendent, Human Resources serves as the District's human resource administrator and chief negotiator with all employee associations; plans, organizes and directs employee recruitment, selection, transfer, promotion, termination, layoff and separation process, salary schedules and employee benefits; assists in the planning, development, implementation and maintenance of human resources-related operational policies and regulations; maintains personnel files and records; assures compliance with applicable district rules and policies and State and Federal laws, codes and regulations; plans and coordinates the human resources related professional development activities for district employees; supervises and evaluates the performance of assigned personnel; and conducts other related duties as directed.

Essential Job Functions:

- Serves as the advisor to the Superintendent in all matters pertaining to human resources management, employee compliance issues, employer/employee contracts, and all related matters.
- Identifies, plans and establishes goals and objectives related to the Human Resources Department.
- Provides contract management, interpretation and enforcement for all employee associations.
- Develops and administers certificated, classified, confidential and management personnel policies and regulations; evaluates and makes recommendations for revisions of Board policies to assure compliance with the law.
- Provides in-service training for Management Team related to such areas as contract administration, grievance processing, staff evaluation for professional improvement, and progressive discipline.
- Monitors District compliance with Federal and State laws, agency regulations, Board policies and regulations and negotiated agreements.
- Monitors bills and laws affecting certificated, classified and management employees, collective bargaining, PERB rulings and court decisions that impact areas of human resources administration; communicates with legislators and lobbyists regarding proposed legislation; and translates laws or rulings into district policies, regulation or procedures.
- Completes enrollment projections to determine assigned FTE's and coordinates with the business office.
- Facilitates the designs and establishment of assessment and evaluation procedures for employees.
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting human resources; updates the Board in Closed Session regarding personnel and negotiations related matters.
- Plans, organizes, implements, monitors and maintains the District employee compliance programs including American with Disabilities Act, Family Medical and Health Care Leave Acts and Equal Employment opportunity and Affirmative Action.
- Conducts wage and benefits studies; prepares reports and makes recommendations related to personnel needs and projections, completes questionnaires and surveys.
- Develops job descriptions, conducts job analysis, gather data and document findings.
- Assists administrators conducting evaluation and disciplinary procedures inclusive of documentation.
- Represents the district when working with outside agencies including universities and colleges to promote and support the recruitment of highly qualified staff.

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- Prepares reports and makes recommendations related to personnel needs and projections; and facilities planning delivery of human resources staff development activities.
- Attends and conducts meetings, state and regional conferences and workshops to remain current in all issues relating to human resources.
- Performs other related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability require. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Master’s Degree from an accredited College or University
- Must possess a valid California Administrative credential.
- A minimum of five years successful administrative experience preferably in Human Resources.
- Must have experience with diverse student and community populations.

Knowledge and Abilities:

KNOWLEDGE OF:

- Education, Labor, health/disability and other laws, codes, rules and regulations related to classified and certificated personnel.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general labor relations, laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to human resources management, including recruitment, selection, dismissal, supervision and training.
- State credentials and credentialing requirements.
- Modern data management, storage and retrieval systems.
- Effective communication, public and human relations strategies, methods and techniques.
- Effective classroom and instructional practices.

ABILITY TO:

- Plan, organize, direct and manage a comprehensive human resources system.
- Analyze organizational problems, develop alternative solutions and recommend sound and timely decisions.
- Assure compliance with applicable district policies, regulations, rules and procedures and State and Federal laws, codes and regulations.
- Maintain confidentiality of records and privileged communications.
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements.

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- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Effectively serve as a resource to the Superintendent, administration and employees pertaining to human resource related issues.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Train, supervise and evaluate assigned staff.
- Prepare, administer and monitor assigned budgets.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Drive a vehicle to carry out duties and responsibilities of the position.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Office Environment
- Subject to driving off-site locations to conduct work

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment, kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

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Report To: Superintendent

Work Year: 220 Days

Salary Placement: Negotiated Employment Contract

Additional Stipends for Master's, Doctorate degrees and years of experience

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Administrators

Board Approved: June 24, 2019