



## ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

### JOB DESCRIPTION

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**REPORTS TO:** Superintendent

#### **OVERVIEW**

The Assistant Superintendent of Human Resources is responsible for planning, organizing, implementing, directing, and administering personnel services for certificated, classified, substitute personnel, and management employees of the Banning Unified School District. The position participates in negotiations with employee organizations, institutes related personnel policies and procedures; and develops and monitors a multifaceted budget. The position supervises a small office staff: one coordinator, clerical staff, and others as assigned. This position is designated as a certificated position and is a part of the superintendent's cabinet. The ideal candidate will provide comprehensive, proactive leadership in organizing system-wide processes and procedures superior to the industry standard. S/He will have exceptional professional skills in personnel policy, compliance, short- and long-range planning, process management, systems development, professional development and evaluation for all employee groups, and relevant data analysis for decision-making and recommendations. S/He is also aligned with the Banning Unified School District's mission to develop responsible, respectful, prepared students to achieve their full potential.

#### **DUTIES AND RESPONSIBILITIES**

##### ***Authentic Leadership, System Development, and Consistent Personnel Procedures***

- Commits to honoring Banning Unified School District's mission, vision, values, and goals
- Plans, directs, leads, manages, and coordinates all processes in the Department of Human Resources for the purpose of delivering services which conform to established guidelines
- Responsible for maintaining and administering an effective recruitment, selection, employment, transfer, workers' compensation, retention and separation program in accordance with the provisions of the California Education Code, Administrative Regulations, Board of Trustees' and district's policies, procedures, regulations, and laws related to certificated, classified and substitute personnel
- Collaborates with other agencies, such as districts, institutions of higher education, recruiting agencies, etc., for the purpose of recruitment and selection of employees, through job fairs, job boards, advertising of positions, etc.
- Collaborates with Institutions of Higher Education for the purpose of advising on teacher and certificated administrator preparation programs, credentialing, internships, student teaching, and recruitment
- Provides advice and counsel to divisions/departments and school sites related to areas of responsibility

## Position Description for Assistant Superintendent of Human Resources

- Participates in and creates relevant staff development opportunities for the purpose of professional growth and ensuring the compliance of the department with current policies, procedures, rules, and regulations
- Assists with the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program
- Provides management and staff in-service training in all major program areas, as required
- Chairs meetings for the purpose of coordinating activities and ensuring that outcomes achieve personnel, school sites, county and/or state objectives; composes a wide variety of materials (e.g. quantity reports, staff activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- Develops strategies to resolve complex personnel operations and employee relations issues

### ***Management, Policy, and Compliance***

- Prepares reports, manuals, articles, and correspondence, as required
- Responsible for the managing of the certificated employee seniority lists and “tie-breaker” processes
- In conjunction with Chief Business Official and Chief Academic Officer, reviews the district’s LCAP
- Assists with the evaluation process for all certificated and classified employees and provides necessary training to supervisors on effective supervision and evaluation
- Assists with the reduction-in-force processes, but not limited to, providing information, analyzing data, preparing notices, notifying employees, and assisting in negotiating the effects, as appropriate
- Performs specialized personnel research and performs other related studies as requested (e.g. classification studies, desk audits, job descriptions, and compensation studies)
- Manages the employee records retention system in conjunction with established industry practices and in compliance with regulations
- Delegates responsibility, when appropriate to other personnel/staff for the purpose of managing the workload more efficiently
- Assists with the development of policies and procedures for the Chief Personnel Officer’s review and administers same upon adoption by the Board of Education and/or Superintendent
- Participates in the development of long and short range plans, annual budget, and staffing projections for the purpose of ensuring that county resources are effectively utilized
- Maintains current knowledge of state laws, court decisions, and other litigation relevant to all areas of personnel and employee relations; attends legal seminars, professional development training, and professional support organization meetings as needed

### ***Support, Professional Conduct, and Confidentiality***

- Provides leadership, expertise, administrative guidance and support to staff and a variety of district and educational community members
- Collaborates with others (e.g. county personnel, other district personnel, community organizations, law enforcement and probation, etc.) for the purpose of implementing and maintaining quality and consistent personnel-related services and/or programs
- Monitors No Child Left Behind, Williams Act, beginning teacher induction, Peer Assistance and Review, and teacher credentialing
- Maintains an effective working liaison with the Riverside County Office of Education

## Position Description for Assistant Superintendent of Human Resources

- Performs actions, investigations, and makes recommendations to the superintendent on matters related to employee transfer, promotion, salary placement, leave of absence, suspension, termination, extra duty contracts, substitutes, risk management (i.e. workers' compensation), and retirement from service
- Organizes negotiations with certificated and classified bargaining units, and interprets negotiated agreements to county office staff, including grievance and complaint handling, prepares all documentation for the superintendent, negotiation teams, and the board
- Evaluates and supervises the performance of all staff in the department
- Develops and recommends relevant policies and procedures for review and administers same upon adoption by the Board of Trustees
- Attends Board meetings as needed
- Collaborates with others (e.g. county personnel, other district personnel, community organizations, law enforcement and probation, etc.) for the purpose of implementing and maintaining services and/or programs
- Provides expertise, administrative guidance and support to central office and site leaders, support personnel, and a variety of district and educational community members
- Performs other related duties as assigned

### ***Knowledge***

1. Distinguished ability to demonstrate consistent support for and alignment with the mission, vision, and goals of the district
2. Thorough working knowledge of leadership, organization, supervision and management practices, effective leadership and instructional techniques, including “servant leadership,” research, and principles; knowledge of current theories, practices, and techniques in modern public human resources administration; knowledge of laws and regulations related to human resources
3. Expert in local, state, and federal policies relevant to the position
4. Strong capacity to develop, implement, and manage processes relevant to the effectiveness, efficiency, and consistency of the department while using data to inform decisions and recommendations
5. Superior knowledge and experience in interest-based negotiations, problem solving and conflict resolution techniques; staff development, recruitment, selection, and evaluation budget development, management, basic research and statistical methods as applied to treatment of salary and benefits data laws and regulations relating to basic school district operations and human resources; mediation, grievance protocols, and legal issues regarding collective bargaining and unfair labor practices
6. High expectations with polished work production and service-related work outcomes, intricate attention to details relative to organizational planning, system and process development, full-scale process implementation with fidelity and consistent and measurable progress monitoring
7. Exceptional ability to facilitate change in others by utilizing effective communication, staff development, and group process techniques. In working with others, problem solving is required to analyze issues and data, create plans of action and reach solutions.
8. Demonstrated experience promoting interdepartmental cooperation and efficiency

***Skills***

1. Superior professionalism in leadership and organizational management
2. Consistent, efficient, and focused work habits with attention to details
3. Exceptional team building skills with the capacity to receive and deliver strategic direction and meaningful feedback to and from superiors, subordinates, and stakeholders
4. Remarkable written and oral communication skills that demonstrate candor, transparency, authenticity, trust, and professionalism with appropriate discretion and confidentiality
5. Outstanding relationship-building skills and experience making productive connections with union leaders and members
6. Exceptional data analytic skills utilizing quantitative and qualitative data for decision making and recommendations defined but different processes, work with data of different types and/or purposes; utilize a variety of job related equipment

**EDUCATION / EXPERIENCE:** A master's degree in human resources or related field.  
Doctorate preferred.

**CERTIFICATION:** Possession of or eligible for administrative credential for K-12 public school administration required.

**EXPERIENCE:** Demonstrated successful experience aligned with the job specifications outlined.

**SALARY:** Competitive and contingent upon experience.