

TITLE: **Assistant Superintendent, Human Resources**

JOB GOAL: Under the general direction of the Superintendent, serves as the district's chief human resources officer. Provides overall leadership and has administrative responsibility for the coordination, organization and direction of a comprehensive personnel management and risk management program for the district. Directs the planning, development, implementation and maintenance of human resources and risk management operational policies, regulations and guidelines. Plans, directs and administers the district employer/employee relations process. The Assistant Superintendent, Human Resources is a member of the Superintendent's Senior Cabinet.

QUALIFICATIONS

Knowledge of:

1. Principles, trends, methods, strategies and procedures pertaining to personnel management.
2. Laws, rules, regulations, policies and procedures which pertain to the district's certificated and classified employees.
3. Traditional and non-traditional collective bargaining and problem-solving strategies.
4. The purposes, functions, policies and practices of public sector human resources management and employer/employee relations.
5. The procedures and practices in public sector collective bargaining; techniques of recruitment, selection, supervision, training, evaluation and discipline of employees.
6. Insurance and employee benefits.
7. Workers Compensation and Safety.
8. Effective communication and interpersonal skills using tact, patience and courtesy.
9. Human relations strategies, methods, and techniques.

Ability to:

1. Develop and maintain a comprehensive human resources program.
2. Interpret laws and to anticipate trends and needs; assess the state of the district.
3. Develop and implement emergency short and long range plans.
4. Work collaboratively with Cabinet and staff to establish and reach clear goals and objectives.
5. Work creatively to solve problems and effectively promote change. Work with and appreciate a diverse community, student population and staff.
6. Assimilate and evaluate data and prepare sound recommendations.
7. Develop and keep the trust and confidence of others; deal effectively with different personalities and styles.

Ability to (continued):

8. Motivate others, manage staff to maximize their skills and talents; establish and maintain effective working relationships.
9. Understand and carry out oral and written directions with minimal professional direction.
10. Communicate effectively both verbally and in writing.
11. Establish and maintain effective and cooperative organizational, public and community relationships.

Training and Experience:

1. Master's Degree or higher
2. Five years of experience as a school and or district administrator with evidence of increasing responsibilities and at least three years of experience as a human resources administrator

REPORTS TO: Superintendent of Schools

SUPERVISES: Staff as assigned

ESSENTIAL FUNCTIONS

1. Identifies, plans and recommends the goals, objectives and direction of the district's Human Resources Department in support of the district's vision and the goals of the Board of Education.
2. Develops and projects the district's staffing patterns and ratios to determine long and short term personnel requirements.
3. Identifies, plans and recommends the goals, objectives and direction of the district's Risk Management Department in support of the district's vision and the goals of the Board of Education.
4. Plans, organizes, implements and directs a program of personnel and risk management for certificated and classified services, including programs of recruitment, selection, assignment, transfer, promotion, retirement, evaluation and staff development, to ensure highly qualified personnel are hired and retained in district service. Serves as the district liaison to university/college intern credential programs and delegates the assignment of student teachers.
5. Oversees and directs the district's Risk Management Department including programs of insurance benefits, safety, workers compensation, interactive processes, property and liability and litigation.
6. Represents the Board of Education and Superintendent concerning matters of employer/employee relations, including collective bargaining with employee organizations. Recommends negotiations strategies and interprets and administers the collective bargaining agreements. Represents the district in matters pertaining to grievances. Serves as the district liaison to labor organizations to analyze problems and develop collaborative solutions regarding concerns.

ESSENTIAL FUNCTIONS (continued)

7. Serves as a resource and advisor to the Superintendent on matters pertaining to personnel management and employer/employee relations problems, issues and concerns. Provides direct support to the Superintendent, as needed, in areas designated and provides direct communication on any matters, emerging or otherwise, that could come to the Superintendent or Board of Education.
8. Administers the district's certificated and classified evaluation program. Coordinates, monitors and evaluates personnel discipline procedures. May coordinate and assist with or conduct internal investigations related to complaints regarding employees.
9. Assists the Superintendent in the development of district personnel policies, maintaining and updating Board Policies and the administrative implementation of directives, rules and regulations. Assists in reviewing, analyzing and evaluating pending legislation, legal mandates, regulations and guidelines which may affect district human resources programs, functions and activities. Administers and interprets Board Human Resources Policies and Regulations to ensure consistent interpretation and application throughout all levels of the organization.
10. Maintains official personnel files and all employee records, including applications, employee lists, assignments, salary, credential information, required health tests, job classification and descriptions, leaves of absences, evaluations and Department of Justice reports.
11. Supervises the employment and orientation of substitute personnel for certificated and classified employees. Coordinates the Unemployment Compensation Program for the district.
12. Works collaboratively with the Educational Services Department to implement the Teacher Induction and Clear Administrative Credential Program.
13. Develops, monitors and evaluates the budget for the Human Resources Department.
14. Counsels and trains management and employees to resolve complaints, difficulties and other matters related to personnel management. Works with supervisors on difficult or sensitive personnel matters.
15. Works collaboratively with other departments and divisions to achieve the district's vision and Board of Education goals.
16. Maintains records, submits reports, including Public Records Act Requests, accounts for monies and property and performs all other obligations mandated by law, Board Policy or Administrative Directive.
17. Performs other duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to climb slopes, stairs, steps, ramps and ladders.
5. Some lifting, carrying, pushing and/or pulling, bending, stooping, kneeling, crouching and/or crawling; reaching and climbing on ladders and scaffolding and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking and 30% standing.

PHYSICAL ABILITIES (continued)

- 6. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
- 7. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
- 8. Able to push and pull objects weighing up to thirty (30) pounds occasionally.
- 9. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- 10. Able to exhibit full range of motion for shoulder abduction and adduction.
- 11. Able to exhibit full range of motion for elbow flexion and extension.
- 12. Able to exhibit full range of motion for shoulder extension and flexion.
- 13. Able to exhibit full range of motion for back lateral flexion.
- 14. Able to exhibit full range of motion for hip flexion and extension.
- 15. Able to exhibit full range of motion for knee flexion.
- 16. Able to operate office machines and equipment in a safe and effective manner.
- 17. Able to demonstrate manual dexterity necessary to operate necessary tools and/or computer keyboard at the required speed and accuracy.
- 18. Able to operate a motor vehicle in a safe and effective manner.

WORK ENVIRONMENT

Employees in this classification may work over 40 hours per week, alone or in direct contact with students, district staff and the public. Position routinely includes high work volume, quick deadlines, continually changing priorities and constant interruptions, often in negative interpersonal situations.

TERMS OF EMPLOYMENT: 240-day work year
Certificated or Classified Management, Senior Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Superintendent of Schools will complete the evaluation.

Approved by: Board of Education Date: _____

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
IS A TOBACCO-FREE, DRUG-FREE
WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**

The district does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.