

**GROSSMONT UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

Assistant Superintendent of Human Resources

Primary Function: Responsible for the development and management of the Human Resources Division of the District.

Directly Responsible to: Superintendent

Immediate Subordinates: Director of Human Resources/Classified; Director of Certificated Personnel and secretarial and clerical staff as assigned.

Duties and Responsibilities:

1. Responsible for assisting management personnel with the recruitment and initial screening of certificated and classified applicants.
2. Responsible for assisting in the negotiation of collective bargaining agreements and assisting management personnel with the management of the negotiated contract.
3. Responsible for assisting management in the disposition of contract grievances and staff complaints.
4. Responsible for coordinating the screening, interview and selection of employees.
5. Responsible for the development and implementation of a program of employee and salary benefits, including leave privileges, classifications, tenures, and retirement. Ensures all employees are employed and paid according to Governing Board and Collective Bargaining Agreement provisions.
6. Responsible for facilitating the development of and evaluation programs for all staff.
7. Responsible for preparing and maintaining all personnel records.
8. Responsible for facilitating assignments, transfers, layoffs, and dismissal of all employees.
9. Responsible for implementing and monitoring the District's Affirmative Action Program.
10. Responsible for providing qualified substitutes and short-term employees for specified vacancies.
11. Responsible for the coordination of the unemployment insurance program for all staff with San Diego County Department of Education's designated claims administrator.

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12. Responsible for providing the management team with assistance in the interpretation and application of regulations of the Education Code, Labor Code, and Government Code which deal with personnel and labor relations.
13. Responsible for conferring with staff/organization members, administrators and employee organization representatives.
14. Responsible for coordinating the employee discipline process and assisting management in employee discipline.
15. Responsible for maintaining and auditing staffing system of the District.
16. Responsible for assisting management personnel with the recruitment and employment of teacher assistants, supervision assistants, and instructional aides.
17. Responsible for providing assistance as needed to enable staff to obtain and maintain appropriate credentials.
18. Responsible for preparation of the District calendar and coordinating the calendar with feeder elementary districts.
19. Responsible for development, revision, and maintenance of job descriptions for certificated and classified positions.
20. Responsible for developing policies and procedures associated with the functioning of the Human Resources Division for appropriate review and acceptance.
21. Responsible for supervising and evaluating the staff of the Human Resources Division.
22. Responsible for establishing a climate in the Human Resources Division conducive to appropriate conduct, performance, attitude, and job satisfaction.
23. Responsible for completing special assignments and other duties as assigned by the Superintendent.
24. District Compliance Officer

Minimum Qualifications: Appropriate California Administrative Credential authorizing service in an administrative position at the secondary level or equivalent experience in a Human Resource position.

Required Testing:
None Specified

Certificates:
California Teaching Credential
California Administrative Services Credential

Continuing Education/Training:
None Specified

Clearances:
Pre-Placement Physical Exam, TB Clearance and
Criminal Justice Fingerprint/Background Clearance
Making Right Choices on-line student/staff
interaction training