



YUBA CITY UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT

HUMAN RESOURCES

DEFINITION

For a Pre-K through grade 12 district of 13,000 students and under direction of the Superintendent, plan, organize, and direct a comprehensive human resources program for all Classified and Certificated staff, along with staff in unrepresented groups. This will include but not be limited to recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Serve as a principal advisor to the Superintendent regarding employee and labor relations matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer all programs, procedures, statutes, and policies of the Human Resources Department related to Classified and Certificated employee employment and relations from recruitment through retirement or separation from YCUSD.
- Participate as a primary member of all bargaining unit/employee group negotiations and labor relations.
- Monitor and coordinate District human resource in response to litigation.
- Coordinate all matters related to the administration of the Collective Bargaining Agreements.
- Represent the District in the investigation and resolution of compliance issues, contract management, contractual disputes, complaints, judicial proceedings, and litigation related to employees.
- Collaborate/cooperate with all other departments and school sites to develop a program for new staff orientation and ongoing professional learning and mandated training.
- Maintain a positive relationship with staff, community, Cabinet, and Board.
- Evaluate all assigned personnel.
- Assist program managers, site administrators, and Cabinet in all personnel actions.
- Serve as a member of the Superintendent's Cabinet and District Leadership team.
- Attend all YCUSD Board meetings for the purpose of representing the Human Resources Department.
- Develop, implement, and monitor the evaluation program for all District personnel.
- Inform the Superintendent, Cabinet, and Board about ongoing research into applicable personnel related legislation, statute, and policy, in areas relevant to and aligned with the District strategic plan.
- Plan and direct an ongoing program of professional development for all employees related to new mandates, statutes, trends, and practice.
- Provide leadership for the Human Resources staff, including analysis and timely integration of appropriate technology for service and operations efficiency.
- Perform other duties that may be assigned by the Superintendent.

QUALIFICATIONS

Knowledge of:

- Human behavior and best practices for supporting the well-being of all employee performance to advance the YCUSD mission.
- Principles, practices, and trends germane to highly effective leadership, school personnel administration; and all areas of support to certificated and classified employees.
- Operations of school district educational and administrative functions; principles, practices, and trends of school personnel administration.
- Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines.
- Content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.
- Impacts of school finance principles on district operations, staffing, and negotiations.

Ability to:

- Plan, organize, and direct a dynamic personnel program for the success of all YCUSD employees.
- Supervise and train staff; assemble and analyze data to make appropriate recommendations to school officials, and the Board of Trustees.
- Work collaboratively with other departments, agencies, and work sites; successfully relate to and communicate with all members of the work force.
- Represent the District in employer/employee contract negotiations.
- Interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, Board policy, and collective bargaining agreements.
- Improve and implement policies and procedures.
- Work collaboratively with all stakeholders, public officials, vendors, consultants, and the general public.
- Maintain a constant and positive relationship with colleges and universities.
- Prepare and submit reports and other documents.
- Communicate effectively, orally and in writing and in English, along with other languages if possible.
- Demonstrate problem solving ability in foreseeable and unpredictable situations.
- Create and present information to various community, District groups, and to the Board.
- Remain updated with current trends in human resource leadership, education.
- Maintain consistent, punctual, and regular attendance congruent with the demands and responsibilities of the job.

Education and Experience Required:

Any combination equivalent to: Master's degree (preferably in Education, Human Resources Management, or related field).

Three or more years of administrative/management experience with progressively increasing responsibility in Human Resources, preferably in a PreK-12 educational system.

LICENSES AND OTHER REQUIREMENTS:

California Teaching Credential preferred.

Administrative Services Credential preferred.

WORKING CONDITIONS:

Office environment. The work environment characteristics described 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.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required.

May 2016

Yuba City Unified School District
CONTRACTED MANAGEMENT SALARY SCHEDULE
2023-2024

	Days	I	II	III	IV	V
POSITION	224	187,000	192,610	198,388	204,340	210,470
Assistant Superintendent of Business Services						
Assistant Superintendent of Ed Services						
Assistant Superintendent of Human Resources						

Longevity Increments:

Beginning the 9th consecutive year on this Yuba City Unified School District Salary Schedule, a \$1350 longevity increment will be added.
 Additional longevity increments of \$1600 will be added at the 14th year and \$1850 at the 17th year.

\$2,500 above amount shown on schedule will be paid for an earned Master's Degree and \$5,000 for a Doctorate.
 Both a Master's degree and Doctorate shall receive a combined stipend of \$7,500.

:SB/ap
 Board Approved