

JOB DESCRIPTION**Job Title:** *Assistant Superintendent - Human Resources (9885)***Job Summary:**

The job of Assistant Superintendent Human Resources is created for the purpose/s of developing, coordinating, and maximizing services related to human resources, educational credentialing, labor relations and to provide direct services to employees regarding employment and fiscal-related issues. Coordinates and directs personnel, resources, communications, and information to meet school, district, and Tulare County Office of Education (TCOE) needs. Hires, trains, supervises, and evaluates the performance of assigned human resources staff.

Essential Functions:

- Develops/Implements/Revises/Interprets personnel systems and procedures for the purpose of maintaining a smooth and efficient delivery of services.
- Develops/Maintains a system for personnel records for all employees for the purpose of providing comprehensive, efficient, accurate and current records of all matters pertinent to employment, assignment, reassignment, transfer, tenure, retirement, leaves, demotion, and promotion.
- Develops/Revises job descriptions for the purpose of defining for employees their job responsibilities.
- Develops/Manages budgets for the purpose of operating the division.
- Meets with classified and certificated bargaining units for the purpose of negotiating contracts and developing memorandums of understanding.
- Acts as a role model for the purpose of nurturing the desired manner of interaction with others, values placed on people and ideas and priorities.
- Assumes responsibility for the purpose of developing, implementing, and monitoring programs for the recruitment, selection, employment, and retention of all certificated, classified and management employees.
- Attends all regular meetings of the TCOE Board of Education for the purpose of representing the human resources department.
- Attends regional and state meetings for the purpose of facilitating the work of the division and representing the county office.
- Administers salary schedules and salary provisions for the purpose of complying with county office policy and regulations.
- Maintains a positive relationship with colleges, universities, and alternate certification programs for the purpose of finding good candidates to be trained as teachers in an intern program.
- Serves as a member of superintendent's cabinet for the purpose of providing information and recommendations to the superintendent and/or other members of the cabinet.
- Provides professional development for county office and school district staff for the purpose of increasing necessary knowledge and skills.
- Researches information for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of administrative needs.
- Responds to inquiries, complaints and concerns from the general public, school district personnel, community organizations and staff for the purpose of providing information and resolving issues.
- Serves as TCOE's officer for responding and investigating complaints filed under the Uniform Complaint Procedures, Equal Employment Opportunities Commission and Department of Fair Employment and Housing.
- Coordinates and ensures TCOE's compliance with the Americans with Disabilities Act, Return to Work practices, and interactive processes.
- Supervises/Evaluates personnel for the purpose of providing coaching and feedback regarding their performance.
- Supports the superintendent for the purpose of providing assistance with his/her administrative functions.
- Manages the Worker's Compensation program for the purpose of assisting employees to return successfully back to work.
- Serves as the county office's Title IX officer and the grievance officer for the purpose of complying with state and federal laws.
- Oversees the absence tracking system program for the purpose of ensuring that all employees are inputting their absences correctly into the system and in a timely manner in order for substitutes to be called automatically through the system.
- Maintains compliance with government statutes, regulations and rules relating to personnel administration for the purpose of advising appropriate parties of the provisions of law.
- Maintains confidentiality for the purpose of working through issues with programs and staff.
- Attends/Facilitates/Coordinates/Conducts a variety of meetings, staff development trainings and workshops for the purpose of receiving or providing information.
- Establishes/Maintains cooperative and effective working relationships with others for the purpose of supporting staff and school district personnel.
- Reviews/Critiques/Analyzes/Evaluates/Synthesizes data, publications, and other relevant information for the purpose of preparing verbal and written reports, summaries, and other documents.
- Communicates with administrators, school district personnel, human resources staff, state representatives and others for the purpose of coordinating activities and programs, resolving issues and exchanging information.
- Conducts staff meetings for the purpose of providing information, exchanging ideas, and resolving issues.

Skills, Knowledge and/or Abilities:**➤ Skills to:**

- manage personnel and programs;
- utilize Microsoft Office Suite software;
- utilize presentation software and equipment;
- design, implement and evaluate services and programs;
- develop policy supporting regulations and procedures;
- develop and monitor budgets;
- problem solve;

- delegate tasks and responsibilities;
 - identify qualified candidates to be hired;
- **Knowledge of:**
- personnel issues, labor relations/negotiations and legal services and trends;
 - county office board and superintendent policies and regulations;
 - California Education Code, federal education policies and regulations, federal and state laws, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts;
 - current methods of personnel management and supervision;
 - recruitment, selection and employment of certificated and classified employees;
 - county office evaluations for certificated, classified and management staff;
 - county office salary schedules and salary provisions;
 - interpersonal skills using tact, patience and courtesy;
 - credentialing laws and certification of compliance issues;
 - California Standards for the Teaching Profession..
- **Ability to:**
- administer all programs of the human resources department;
 - develop, implement and monitor programs for recruitment, selection and employment of all employees;
 - maintain complete and accurate records regarding all county office employees;
 - maintain and monitor county office position control program;
 - attend all regular meetings of the board of education;
 - serve as a member of the superintendent's cabinet;
 - development and implement salary schedules and salary provisions in accordance with county office policy and regulations;;
 - cooperate with other departments and school sites in the development of a program of teacher orientation and administrative in-service training for employees of the county office;
 - make presentations and speak comfortably and extemporaneously in front of groups;
 - prepare and submit reports and other documents;
 - negotiate labor agreements;
 - establish and maintain cooperative and professional working relationships with individuals, bargaining units, diverse groups, public and private agency personnel;
 - maintain consistent, punctual and regular attendance;
 - utilize technology to maximize staff and personal productivity;
 - communicate effectively, orally and in writing;
 - interpret, apply and explain rules, regulations, policies and procedures;
 - implement management strategies;
 - analyze situations accurately and adopt an effective course of action;
 - design, implement and monitor county office personnel evaluation program;
 - develop and monitor budgets;
 - develop, administer and revise all written policies and procedures affecting the employment status of county office personnel;
 - meet timelines and schedules;
 - train, supervise and evaluate staff;
 - Travel frequently and drive an automobile.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to the organizational objectives; managing major organizational components; and determining the use of funds. There is continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking and 20% standing.

Experience Required:

- Five years of increasingly responsible human resources management experience preferably in an education setting.

Education Required:

- Bachelor's Degree in job-related area.
- Master's Degree in job-related area preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Valid California Administrative Credential preferred.

FLSA Status: Exempt

May 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco-Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.