ASSISTANT SUPERINTENDENT/HUMAN RESOURCES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee all activities and operations related to human resources, including recruitment and selection, record keeping, counseling, policy development, and employee relations involving contract negotiations and contract management; to coordinate assigned activities with other departments and each school site; and to provide responsible and complex administrative support to the Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Received general administrative direction from the Superintendent.

Exercises direct supervision over management, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS-Essential responsibilities and duties may include, but are not limited to, the following:

1. Plan, direct, manage and oversee all activities and operations related to human resources, including recruitment and selection, record keeping, counseling, personnel evaluations, and employee relations involving union contract negotiations and contract management; recommend and administer policies and procedures.

2. Develop and implement goals, objectives, policies, and priorities related to human resource needs; coordinate with school administrators and other staff.

3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of human resource services; allocate resources accordingly.

4. Plan, direct and coordinate all activities related to human resources; assign projects and areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

7. Participate in the development and administration of the budget; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
NATOMAS UNIFIED SCHOOL DISTRICT  
Assistant Superintendent/Human Resources (Continued)

Essential Functions:

8. Assume responsibility for the District’s affirmative action program; serve as Affirmative Action officer; investigate discrimination or harassment allegations; make appropriate recommendations.

9. Explain, justify and defend programs, policies, and activities related to human resources; negotiate and resolve sensitive and controversial issues.

10. Represent the District to the Board and outside agencies on matters related to human resources; draft and interpret Board policies, education code and related laws; recommend human resource actions to the Board.

11. Provide staff assistance to the Superintendent; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

12. Attend and participate in professional group meetings; stay abreast of changes and new developments in human resource management and education administration.

13. Respond to and resolve difficult and sensitive parent and community inquiries and complaints.

14. Perform duties of the Superintendent in the absence of the Superintendent and the Associate Superintendent.


16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
Operations, services and activities of a comprehensive human resource management program.
Complex principles and practice of human resource management.
Education code requirements related to human resources.
Employee relations and contract negotiation techniques.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.
Ability to:
Plan, organize, direct and coordinate the work of lower level staff
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities related to human resources.
Identify and respond to employee and Board issues, concerns and needs.
Develop and administer, department goals, objectives, and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception for:
- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment
Maintain mental capacity which allows the capability of:
- Making sound decisions
- Demonstrating intellectual capabilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

Experience:
Seven years of increasingly responsible experience in human resource management including three years of administrative experience, preferably in a public school system.

Training:
Equivalent to a Master’s degree from an accredited college or university with major course work in human resource management, public administration, education administration, or a related field.

License or Certificate
Possession of an Administrative Credential issued by the State of California.