



## **HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION**

### **ASSISTANT SUPERINTENDENT PERSONNEL SERVICES**

#### **DEFINITION:**

Under the general direction of the Superintendent, the Assistant Superintendent serves as chief administrator of the Personnel Division and the District's Custodian of Records. Major responsibilities include coordinating and evaluating the human resources/personnel functions of the District; overseeing the recruitment and selection of certificated and classified employees; preparing and maintaining personnel records; enforcing District personnel policies and regulations; facilitating the District's employer-employee relations and serving as the Governing Board's representative for all employee negotiations. This position is responsible for performing a broad range of administrative and technical duties relative to personnel and compliance with District, State and Federal policies, regulations, laws and procedures. The Assistant Superintendent is a certificated management position and is a member of the Superintendent's Cabinet.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Acts for the Superintendent in the Superintendent's absence, as directed
- Administers personnel services for all District certificated and classified employees
- Facilitates employer-employee relations
- Negotiates collective bargaining agreements with the certificated and classified unions
- Answers complaints and grievances; works with union representatives to resolve disputes
- Maintains effective relationships with employees and the public
- Researches legal issues for the purpose of analyzing potential implications and making recommendations regarding policy or procedural changes
- Conducts investigations, researches and prepares documentation in the defense of lawsuits and for the termination of permanent employees; works closely with legal counsel and law enforcement
- Oversees credentialing and reports certificated employee misconduct to the California Commission on Teacher Credentialing
- Supervises and advises the Director of Personnel regarding employee investigations and discipline, accommodation meetings and classified negotiations
- Supervises and evaluates the performance of assigned staff
- Counsels and coaches site administrators regarding effective employee progressive discipline and evaluation and proper protocols for engaging with union representatives
- Reviews staffing allocations and recommends reductions, increases and staff reassignments as needed
- Updates and maintains job descriptions
- Provides in-services to staff and management
- Interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Facilitates Assessment Centers to select the most qualified candidates for management positions
- Attends Governing Board meetings; prepares Governing Board agenda items; presents goals, objectives and progress to the Governing Board
- Meets with Cabinet members and site personnel on various personnel and legal issues
- Develops and prepares the annual preliminary budget for the Personnel Division; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations
- Establishes office routines to ensure accuracy and completeness of records and files in compliance with law and establishes standards
- Monitors various processes (e.g., personnel evaluations, class sizes, etc.) for the purpose of ensuring compliance to established policies, procedures and/or educational codes
- Handles personnel-related DFEH, EEOC, OCR, PERB and other governmental agency inquiries and complaints
- Oversees the selection of employees of the year and hosts the annual celebration

**SPECIALIZED KNOWLEDGE:**

- Credentialing laws
- Principles of job analysis and classifications; wage and salary administration
- Legally compliant interview techniques
- Recruiting and selection methods, including test construction, validation and administration
- Due process required for disciplinary action
- Principles of supervision, training and evaluation of staff
- Employer-employee relations and contract management in the public sector
- Organizational dynamics and school district organization
- Requirements and processes for teacher credentialing
- Knowledge of the Americans with Disabilities Act, sexual harassment law, the EERA, and all other public sector related anti-discrimination laws

**SKILLS AND ABILITIES:**

- Analyze problems and data, make sound conclusions and recommendations and make decisions
- Prepare and present clear and concise written and oral reports
- Work under pressure, stress and deadlines
- Solve problems using interest based methods
- Establish trust and credibility with employees
- Develop and interpret complex rules and collective bargaining agreement language
- Read, understand and apply the Education Code and other statutory and/or administrative regulations
- Plan, direct, organize and supervise the work of others
- Communicate effectively and with tact
- Prepare budget and forecast expenditures
- Confer with applicants, current and former employees and the public on matters relating to personnel policies and operations

**CREDENTIAL/LICENSE:**

- Valid California Administrative Credential
- Valid California Driver License

**EDUCATION:**

Master's Degree, or higher, from an accredited college or university

**EXPERIENCE:**

- Minimum three (3) years of successful teaching experience
- Minimum five (5) years of experience as a school site administrator, with at least one year as a school site principal
- Desirable: Three years successful K-12 Personnel Office or labor relations administrative experience