

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, the Assistant Superintendent of Human Resources is responsible for operation and administration of services related to certificated and classified personnel.

### **RESPONSIBILITIES:**

- Plan, organize, control and administer the district's personnel services and programs including employer-employee relations, recruitment, selection and retention of certificated and classified personnel; participates on interview panels for employment of administrators; posts jobs and visits universities and colleges for recruiting purposes.
- Ensure that board and district policies, state and federal laws and collective bargaining agreements are legally and fairly administered; develops policies and administrative regulations.
- Conduct hearings and administer grievances, disciplinary measures and other personnel actions; serves as mediator for employees.
- Plan, implement and administer the district's workers' compensation program; insure district compliance with state OSHA regulations, and other federal, state and local laws.
- Represent the district in the collective bargaining process for certificated and classified associations; provide technical expertise to others as needed; implement and monitor collective bargaining contracts.
- Responsible for contract management and administering procedures pertaining to employer/employee relations.
- Assure compliance with applicable district rules and policies, state and federal laws, and codes and regulations.
- Supervise and evaluate the performance of assigned staff; interview and select employees; provide post-interview employee feedback; make decisions or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Oversee the employee benefits program, medical verifications, planning and budgeting; communicates with administrators, personnel, service providers, public agencies, attorneys, insurance companies and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Supervise district payroll operations as they pertain to employee salary placement and benefits.
- Plan, organize and implement long-term and short-term programs and activities designed to develop assigned services.
- Administer the certificated and classified salary schedules in accordance with district policies and principles of sound fiscal management.
- Monitor the Affirmative Action program and assure compliance. Serve as district Title IX officer.

- Provide for development and maintenance of job descriptions; conduct job analyses, gather data and document findings.
- Chair the District Personnel Committee.
- Direct the maintenance of comprehensive personnel records and other files related to classified and certificated personnel; completes state and federal forms; process a variety of documents including grievances, conference attendance, mediations and others according to established procedures.
- Conduct investigations of sexual harassment complaints and other employee complaints; travel to district sites to conduct investigations.
- Provide administrative leadership in the development and/or revision of personnel policies, regulations and procedures.
- Attend and conduct staff meetings; attend state and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel.
- Develop and maintain a continuing program of evaluation of all employees for the purpose of supporting them in the completion of their work activities and evaluating their performance.
- Research various information (i.e. Education Code, legal decisions, district practices) for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of other administrative needs.
- Advise the Superintendent regarding human resources, payroll and benefits and other areas needed by the district.
- Monitor student enrollment data for the purpose of determining placement of students in the schools of the district.
- Implement and monitor the district inter/intra district transfer policies and regulations.
- Serve as a liaison to community organizations and agencies at the city, county and state level.
- Assist the Superintendent in facilitating and coordinating the Strategic Planning process.
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested by the Superintendent; review and present Board items affecting personnel services; update the Board in closed sessions regarding employees and other personnel matters.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Education, Labor, Health/Disability and other laws, codes, rules and regulations related to classified and certificated personnel.
- Planning, organization and administration of the Risk Management program.
- Applicable laws, codes, regulations, policies and procedures related to assigned activities including state OSHA regulations, AHERA, worker's compensation, liability, negligence and others.
- Credentialing and negotiations processes.
- PERB decisions.
- District policies.
- Principles and practices of administration, supervision and training.
- District organization, operations, policies and objectives.
- Budget preparation and control.

**ABILITY TO:**

- Ability to evaluate programs related to human resources and prepare reports as needed.
- Use interpersonal skills with tact, patience and courtesy.
- Utilize public speaking techniques.
- Ability to direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

**QUALIFICATIONS:**

- Any combination equivalent to: master's degree in education, public administration, personnel or related field.
- Administrative Services Credential.
- Association of School Administrators (ACSA) Personnel Academy or equivalent completion

**EXPERIENCE:**

- Five years professional experience including three years of school district management experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office Environment

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Certificated Management Salary Schedule.