

**Escondido Union High School District
Job Description**

Job Title: Assistant Superintendent, Human Resources
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 41
Approved By: Governing Board
Approved Date: 08/17/99

SUMMARY

Directs and coordinates Human Resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties personally or through subordinate employees.

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

Coordinates and directs the personnel operations of the district, which includes recruitment, selection, placement and retention of all employees (Management, Certificated, Classified, substitutes, coaches and co-curricular assignments, student workers, AVID tutors, volunteers, student teachers and interns); employee attendance, payroll, employee insurance benefits, credentials and professional growth.

Approves and facilitates all hiring, transfers, promotions, layoffs and terminations, assuring appropriateness of credentials for certificated employees and appropriate certification of qualifications for classified employees.

Consults legal counsel to ensure that human resources practices and policies comply with federal and state law.

Develops and maintains a human resources system that meets top management information needs.

Monitors the evaluations timelines for performance review of all employees.

Coordinates and oversees the Employee Recognition program.

Represents management in negotiating collective bargaining agreements for all bargaining units.

Receives and resolves all grievances, following provisions of respective collective bargaining agreements.

Administers the provisions of both certificated and classified collective bargaining agreements which are relevant to personnel functions such as maintaining personnel files, payroll, salary and benefits, employees attendance and related rights, transfers, hiring practices, etc.

Provides assistance to site and other department managers in the evaluation, coaching, training

and discipline of employees.

Serves as the district's Sexual Harassment Officer and Uniform Complaint Officer: receives complaints, investigates, resolves and takes or recommends appropriate action, assuring timely and appropriate compliance with Board Policy and Federal and State laws and regulations. Maintains log of all sexual harassment complaints.

Receives and resolves parent complaints, as provided in Board Policy.

Coordinates with Assistant Superintendent of Business Services and other Cabinet members in establishing staffing allocations. Approves all personnel requisitions and pay actions, assuring compliance within established staffing allocations.

Prepares annual school calendar.

Monitors and facilitates district's compliance with Americans With Disabilities Act.

Serves as district's coordinator for Department of Transportation Drug and Alcohol testing program; assuring compliance and appropriate action according to Board policy.

Works in conjunction with Business Support Services to coordinate Modified/Light Duty Work program for Workers' Compensation and for new employee orientations, including OSHA required trainings, and training of employees in sexual harassment awareness, drug-free workplace and other employee-related policies.

Develops, reviews and enforces Board Policies pertaining to Personnel, making recommendations for revision and adoption to the Superintendent for approval by the Board of Trustees.

Counsels with employees as requested regarding employee issues such as professional growth, career paths, employment opportunities, performance enhancement, etc.

Conducts job analyses on an annual, rotating basis, maintains, updates and revises job descriptions and develops new job descriptions for all positions within the district. Makes recommendations to the Superintendent, for approval by the Board of Trustees, for adoption, revision, reclassifications as appropriate.

Conducts salary surveys and comparison studies as necessary in recommending and negotiating salary schedules or classification of new positions.

Attends and participates in Board meetings, closed sessions, Cabinet meetings and other meetings as directed by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervises all Confidential and Classified employees in the Human Resources section. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; Professional Certificate in Human Resource Management from an accredited university or sufficient other training or experience in Human Resources Management to provide thorough knowledge of public sector personnel administration.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, Government code, Education code, and legal documents. Ability to respond to common inquiries or complaints from parents, students, employees, regulatory agencies, or members of the business community. Ability to effectively present information to public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply principles of logical and creative thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

California Administrative Credential desirable.

OTHER SKILLS AND ABILITIES

Familiarity with Government Code, Education Code, Board Policy and state and federal regulations governing the administration of Human Resources management in an educational institution. Working knowledge of Microsoft software.

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 sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK 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.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must have a commitment to the district's vision and goals relating to hiring and retaining the best possible staff to provide education to students. Must be able to favorably represent the district in a variety of assignments, including contract management, dealing with sensitive employee issues and maintaining professional, helpful and caring relationships with staff and the public.