

ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

DEFINITION

Under general administrative direction, to direct a program of personnel management for the certificated and classified services; to administer Merit System laws as prescribed by the State Education Code; to perform a wide range of labor relations and contract administration functions; and to do related work as required.

EXAMPLES OF DUTIES

Plans, organizes, implements and directs a program of personnel management for the certificated and classified services including employee recruitment and selection, examination, employment transfer, promotion, layoff, separation and records management; serves as a member of the Administrative Cabinet; directs the establishment and maintenance of all procedures required for the administration of the certificated and classified personnel program in conformity with Federal and State laws and guidelines, Merit System laws, Board of Education and Personnel Commission policies, rules and regulations, and sound personnel management practices; serves as secretary to the Personnel Commission; reviews and investigates employee complaints, protests and appeals for Personnel Commission action; directs the preparation and maintenance of the District classification, compensation and staffing plans; reviews and evaluates legal mandates, regulations, and guidelines which may affect District personnel and activities; provides leadership for contract management, affirmative action, discipline, and other personnel services; directs the maintenance of all personnel records including applications, employee lists, assignments, salary, credential information, required health tests, class descriptions, organization charts, evaluations and leaves; interprets rules, regulations and procedures and arranges for hearings when actions are appealed to the Commission; prepares and recommends new and revised personnel policies, rules and regulations for consideration by the Board of Education and the Personnel Commission; performs a wide variety of labor relations and contract administration duties; attends certificated and classified negotiation sessions, assists in the preparation of proposals and counter-proposals and assists in evaluating employee organization proposals; interprets certificated and classified collective bargaining agreements; confers with representatives of employee organizations, school officials and others concerning personnel matters; administers Workers' Compensation Insurance and Unemployment Insurance programs; administers medical, dental, vision, life insurance and IRC 125 plans; serves as District Affirmative Action Officer; is responsible for District compliance with Federal and State laws related to personnel matters and employer/employee relations.

REQUIRED QUALIFICATIONS

Knowledge of:

Principles, practices and trends of public personnel administration, including recruitment, examination, selection, classification, compensation, grievance procedures and employer-employee relations;
Affirmative action and equal employment opportunity guidelines, laws, regulations and judicial opinions;
General principles of organization, management and employee supervision and training;
The Merit System and applicable provisions of the Education Code;
Effective research, analytical and report writing techniques;
Concepts of occupations found in unified school districts.

Ability to:

Plan, organize, direct and administer the certificated and classified personnel program;
Interpret and apply rules and regulations relating to the operations of the Merit System under the Education Code;
Supervise and train personnel office staff;
Assemble and analyze data, prepare reports and make appropriate recommendations to school officials, the Board of Education and the Personnel Commission;
Serve as a member of the District's collective bargaining negotiations teams;
Interpret and apply the certificated and classified collective bargaining agreements;
Analyze existing personnel policies, programs and procedures, and formulate appropriate recommendations for necessary improvements;
Establish and maintain cooperative working relationships with school officials and administrators, classified staff and representatives of governmental agencies and community groups;
Effectively counsel, advise and interact with classified and certificated staff on a wide variety of personnel-related matters.

Training and Experience:

Five years of management level experience in personnel administration, preferably including two years of experience in a Merit System school district. Graduation from an accredited four-year college or university is required, and a Master's Degree in school administration, public administration, business administration or a closely-related field is desirable.