

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES & LABOR
RELATIONS

JOB DESCRIPTION:

The Assistant Superintendent of Human Resources & Labor Relations shall manage, direct, supervise and coordinate the activities and operations of ACUSD's and ACOE's Human Resources Department. The Assistant Superintendent shall work to establish adequate procedures and controls for the efficient, legal, and fiscally sound operation of the human resources function. The Assistant Superintendent manages the District's and ACOE's efforts to recruit, select, train and evaluate the organization's workforce. The Assistant Superintendent shall serve as a member of the Superintendent's cabinet.

REPORTS TO:

The Assistant Superintendent of Human Resources & Labor Relations reports directly to the Superintendent. The Superintendent is responsible for working with the Assistant Superintendent to establish evaluation standards and growth objectives for the Assistant Superintendent and the Human Resources Department.

MAJOR RESPONSIBILITIES:

- Assume the leadership responsibility for all services and activities of the Human Resources & Labor Relations Department;
- Knowledge and understanding of all current Federal, State and local policies including but not limited to: Board Policies, Administrative Regulations, Executive Orders, California Education Code, Labor Law and the Health and Safety Code;
- Ensure timely communication of any changes to employee policies and procedures;
- Monitor the credentialing and assignment of all personnel as required by the Education Code;
- Plan, direct, coordinate, and review staffing ratios in conjunction with the Board, Superintendent, and site principals;
- Assume general responsibility for the recruitment, selection, training, and evaluation of personnel;
- Serve as the primary liaison with staff and management regarding personnel related issues and questions;
- Serve as lead negotiator for the negotiating teams and collective bargaining units, negotiating on employer-employee relations;
- Update, maintain and ensure compliance with all employee contracts, salary schedules and job descriptions;
- Interpret and assist in resolving grievances in accordance with collective bargaining agreements;
- Ensure compliance with all Cal OSHA requirements, including mandated trainings, workplace safety communications;
- Serve as the Compliance Officer, Title IX Officer, and Safe Schools Officer;
- Provide guidance to principals, supervisors, and other administrative personnel in resolving personnel problems;
- Supervise classified, certificated and management personnel assigned by the Superintendent;
- Coordinate staff promotion/recognition activities for all employee groups;
- Prepare personnel and employment reports for all outside agencies, employee handbooks, orientation manuals and other publications on employee working conditions and benefits;
- Schedule, organize and coordinate recruitment fairs, network with other agencies for recruitment;
- Coordinate employee orientation and onboarding of all newly hired staff, including volunteers;
- Oversee scheduling of position postings, interview scheduling and reference checks;
- Oversee classified and certificated vacancies for substitute coverage for all sites;
- Oversee promotion, transfer and separation procedures for current employees;

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- Coordinate Skelly Hearings and Discipline Hearings as directed by the Superintendent;
- Manage the Human Resource budget for the District;
- Monitor Workers' Compensation and State Unemployment Insurance programs;
- Facilitate employee access to EAP (Employee Assistance Program), including mental health resources;
- Participate in Cabinet, manager, and principals meetings, as well as other teacher and classified meetings held throughout the organization;
- Ensure department website and district directories are current at all times;
- Manages the position control system ensuring the accurate tracking of staffing;
- Meet deadlines as required for reporting and accountability;
- Attend, participate in, and prepare necessary documents for Board Meetings;
- Perform all other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Training and/or Education:

A Bachelor's Degree in a related field is required. A Master's Degree in Education or a closely related field is preferred.

Experience:

5 years of leadership experience preferred.

Licenses or Certifications

A professional administrative services credential is preferred.

PERSONAL CHARACTERISTICS:

The successful Assistant Superintendent of Human Resources & Labor Relations shall demonstrate the following characteristics:

- Integrity, honesty and a strong work ethic are essential.
- Models organizational accountability through support and difficult conversations.
- Promotes and receives trust of those with whom he or she works.
- Values human diversity and works to promote and cultivate the strengths of assigned staff.
- Demonstrates and embraces open, clear, and timely communication.
- Demonstrates the ability to be an effective member of a District-level leadership team.
- Committed to the growth and development of assigned staff.
- Constantly demonstrates and strives for accuracy and professionalism in all that he/she is involved.
- Capable of providing clarity and accountability to the human resources functions.
- Capable of being an active participant in the interest-based bargaining processes that the District and County maintains with its employee groups.

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States

Must possess a valid California Driver's License

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Must provide proof of automobile insurance coverage

Fingerprint and Background clearance

Valid Tuberculosis (TB) clearance

FLSA Status: Exempt

Employee Group: Management

WORK DAYS AND PAY RANGE: Level VIII of the Administrative Salary Schedule, 217 days.