

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 work force. 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;
- 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 District's and County Office of Education's negotiating teams and collective bargaining units, negotiating on employer-employee relations, including contract development and management;
- Serve as the Public Information Officer
- 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;
- Interpret and assist in resolving grievances in accordance with District and County Office of Education policy;
- Monitor the credentialing and assignment of all personnel as required by the Education Code;
- Administer promotion, transfer and separation procedures for current employees;
- Direct the preparation of personnel and employment reports, employee handbooks, orientation manuals and other publications on employee working conditions and benefits;
- Forecast funds needed for staff, equipment, materials and supplies for the Human Resources and Labor Relations function of the District and County Office of Education;
- Monitor Workers' Compensation and State Unemployment Insurance programs;
- Perform all other duties as assigned.

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QUALIFICATIONS AND REQUIREMENTS:

Training and/or Education:

A Bachelor's Degree in a related field to include education, personnel administration, human resources, public administration/communication studies etc. is required. The successful candidate for this position should also possess a Master's Degree in Personnel Administration, Education or a closely related field. Any combination of specialized training, education or experience that is deemed to be equivalent to the completion of a Master's Degree may be considered.

Experience:

The successful candidate for the Assistant Superintendent's position shall have a minimum of five years of progressively more responsible administrative experience working with personnel issues in a school County Office of Education or District, at a school site as the site principal.

Licenses or Certifications

Candidates for this position shall currently possess a professional administrative services credential authorizing them to serve in an administrative capacity.

PERSONAL CHARACTERISTICS:

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

- Integrity and honesty.
- 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 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.

WORK DAYS AND PAY RANGE:

Level VII of the Administrative Salary Schedule, 222 days.