

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

BASIC FUNCTION:

Under the leadership and general direction of the District Superintendent, plan, coordinate, and supervise the operation of the Human Resources department in accordance with California state laws and district policies and regulations to promote overall efficiency and maximize the educational opportunities for students served by the district. Represent the district as chief negotiator in collective bargaining matters with certificated and classified units.

REPRESENTATIVE DUTIES:

Plan and direct programs designed to recruit and select individuals best qualified for employment in accord with Governing Board policy and direction of the Superintendent and consistent with the District's equal employment and non-discrimination commitments.

Serve as chief negotiator of the District with responsibility for the overall negotiation of employee contracts under direction of the Superintendent and Board of Education; develop District proposals and prepare analyses of employee proposals; direct the negotiations process and delegate responsibilities as appropriate; supervise the day-to-day implementation and administration of employee contracts; serve as liaison with employee groups and others to promote harmonious working relationships.

Responsible for the administration of employment programs including staffing projections, hiring, assignments, transfers, leaves of absence, substitute personnel, and workers' compensation; serve as the Superintendent's designee in matters relating to employee complaints, grievance, and disciplinary actions.

Provide leadership in the operations, services, and functions of the Human Resources Department; serve on the Superintendent's Cabinet and represent the Human Resources Department at meetings of the Board of Education and other meetings as assigned; prepare and submit personnel reports for inclusion in board agendas; provide technical advice and assistance to all management levels and other personnel on all personnel matters; evaluate the work and performance of assigned staff; prepare, recommend, and administer the Department budget.

Insure that all relevant state laws, policies, and regulations of the Governing Board and procedures of collective bargaining agreements are adhered to with respect to employee evaluation; advise evaluators and supervisors of evaluation processes and procedures; assist administrators in the evaluation process; maintain all official personnel files of the District.

Develop and update regularly personnel policies and administrative regulations and procedures for recommendation to the Superintendent and Board of Education; interpret

and apply relevant state and federal laws, District policies and procedures, and collective bargaining agreements.

Establish and maintain records related to Human Resources, including contracts, reports and certification, special personnel issues, grievance records and individual personnel files containing information regarding promotions, transfers, leaves, and other information; respond to subpoenas and court orders demanding contents; prepare reports related to Human Resources needs and projections; conduct wage and benefit studies; complete questionnaires and surveys.

Maintain a positive image of the District through public relations, press relations, and community relations; maintain a positive image of the Office of Human Resources as it relates to services provided.

Assist in the preparation of the budget related to Human Resources; manage the budget and account for such funds.

Plan, recommend, and implement general and specialized personnel/employee inservice training programs for certificated and classified employees and work in conjunction with other departments to provide for employee staff development activities designed to increase their effectiveness and prepare them for new positions within the District.

Maintain liaison with local, state, and national agencies relative to recruitment and selection, personnel management, and employer-employee relations; keep abreast of current laws and trends in educational human resources administration.

Responsible for the administration of District and County level recognition programs for all employment groups.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the California Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, and local statutes, and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements, and approaches to collaboration; contract law; risk management principles; and organizational psychology.

Ability to:

Plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; supervise and train subordinates; assemble and analyze data and make appropriate recommendations to school officials, and the Board of Trustees; work collaboratively with other departments, agencies, and work sites; relate and communicate with all members of the work force. Represent the District as its Chief Negotiator in employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, Board policy, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.

EDUCATION AND EXPERIENCE

Any combination equivalent to a master's degree in education, public administration, or personnel related field, five (5) years of combined site and school district management experience, and five (5) years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California Administrative Services Credential; a valid teaching credential; and a Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Perform primarily sedentary administrative work in a typical office environment, frequently sits, stands, and walks, with mobility sufficient to visit various job sites; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; safely lift, carry, and/or push up to 25 pounds; speak clearly and is able to understand normal voice conversation in order to communicate effectively, exchange information, make presentations before groups, and use a telephone; visual acuity sufficient to read, review, analyze, extract, and interpret various educational research journals, treatises, legal opinions, and legislative analysis, and effectively use a personal computer; works indoors and has direct contact with district employees, administrators, elected/appointed officials, and the public, occasionally in difficult interpersonal situations; works with high volume and tight deadlines, without guidance from supervisor(s); attendance at night meetings is necessary.

Revised/Board Approved 2/17/2015