



# COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

May 2015

## Assistant Superintendent, Personnel Services

### Definition:

Under the direction of the Superintendent, lead and direct a comprehensive program of personnel services for the certificated and classified employees; oversee administration of the Merit System as prescribed by the California Education Code; perform a wide range of labor relations and contract administration functions; and perform related work as required.

### Examples of Duties and Responsibilities:

- Plans, organizes, implements, manages, and directs a comprehensive program of personnel services for the certificated and classified employees including employee recruitment and selection, examination, compensation, employment, evaluation, transfer, promotion, layoff, separation, and records management;
- Provides leadership for district labor relations activities;
- Serves as a member of the Executive 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, regulations, and sound personnel management practices;
- Serves as secretary to the Personnel Commission;
- Prepares the Personnel Department budget;
- Reviews and investigates employee complaints, protests, and appeals for District classification, compensation, and staffing plans;
- Reviews and evaluates legal mandates, regulations, and guidelines that may affect District personnel and activities;
- Provides leadership for contract management, affirmative action, discipline, and other personnel services;
- Plans and directs the performance evaluation system for certificated and classified employees;
- Directs the employment of certificated and classified substitutes, student teachers, and interns;
- 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 of absence;
- Interprets rules, regulations, and procedures for certificated and classified employee discipline and arranges for hearings when actions are appealed to a Commission on Professional Competence, the Personnel Commission, or other tribunal, and represents the District in such hearings;
- Monitors and coordinates litigation involving District staff;
- 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;

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Assistant Superintendent, Personnel Services - contd.

- Attends certificated and classified negotiation sessions, assists in the preparation of proposals and counter-proposals, assists in evaluating employee organization proposals, and may act as chief negotiator for the District in collective bargaining;
- 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 the District's employee health and welfare programs, including medical, dental, vision, life insurance, and IRC 125 plans;
- Serves as District Affirmative Action Officer and Compliance Officer for complaints;
- Oversees and consults on District compliance with Federal and State laws related to personnel matters and employer/employee relations;
- May supervise, train, and evaluate certificated and classified management-level staff, such as site administrators, directors, coordinators, and managers.

Qualifications:

Knowledge of:

- Principles, practices, and trends of personnel administration in a public school setting, including recruitment, examination, selection, classification, compensation, credentialing, evaluation practices, grievance procedures, and employer-employee relations;
- Effective counseling, mediation, and employee relations strategies;
- Collective bargaining and contract management approaches;
- Affirmative action and equal employment opportunity guidelines, laws, regulations, and judicial opinions;
- Federal and state laws that affect employee documentation, discipline, or dismissal;
- General principles of organization, management, and employee supervision and training;
- The Merit System and applicable provisions of the Education Code;
- Effective research, investigative, analytical, and report writing techniques;
- School district organizational, educational, and operational functions; funding sources; risk management principles; and regulatory requirements.

Ability to:

- Plan, organize, direct, and administer the certificated and classified personnel program;
- Interpret and apply rules and regulations relating to the operation of the Merit System under the Education Code;
- Supervise, train, and evaluate Personnel Department staff;
- Supervise, train, and evaluate certificated and classified management-level staff;
- Assemble and analyze data, prepare reports, and make appropriate recommendations to school officials, the Board of Education, and the Personnel Commission;
- Represent the District in collective bargaining negotiations;
- Communicate clearly, both orally and in writing;
- Interpret and apply the certificated and classified collective bargaining agreements;

## Assistant Superintendent, Personnel Services - contd.

- Analyze existing personnel policies, programs, and procedures, and formulate appropriate recommendations for necessary improvements;
- Respond with professionalism, respect, tact, composure, and courtesy when dealing with others and solving complex problems;
- Assess, interpret, and recommend action as appropriate in a variety of complex situations involving human resource management;
- Establish and maintain cooperative working relationships with school officials and administrators, instructional and non-instructional certificated staff, classified staff, employee associations, 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:

- Graduation from an accredited four-year college or university is required;
- Master's degree and/or doctorate in school administration, public administration, business administration, education, or a closely-related field is desirable;
- California teaching credential and administrative services credential are required;
- Five years of management-level leadership experience is required;
- Five years of personnel department leadership experience is desirable, as is two years of experience in a Merit System school district;
- School-site level administrative experience is preferred;
- Training experiences in the personnel/human resources field are preferable;
- Background that demonstrates progressively responsible leadership equivalent to ten years in the public sector, preferably in an educationally related field.